

A step-by-step guide for poster presenters

This document is a step-by-step guide that will help you prepare your participation as a poster presenter at ESCAIDE 2023.

Step 1. Register for the conference

for both poster tour presenters and online-only display posters

While we encourage poster presenters to attend the conference in person to present their work, it is also possible to attend the conference online and present your poster remotely. **To ensure your participation in the conference, you must register by 15 September, whether you plan to present online or in-person.** The registration form is available on our website: [Registration \(escaide.eu\)](https://escaide.eu).

After you have registered, closer to the conference dates, you will receive an email confirmation that will help you log in into the conference platform (hosted by *Swapcard*), where you can complete your profile as a speaker. Your account is automatically pre-created, you will just have to add a password.

We encourage you to complete your ESCAIDE profile on the conference online platform, which will be linked to the programme of the conference and can be visited by other participants. They can then read the abstract, see the poster and get in touch with questions via chat or *live* during the Poster Tour.

Step 2. Submit your poster

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At a later stage, you will be contacted by customer@postersessiononline.eu with a link, login credentials and instructions to submit your poster through an online platform. All posters must be submitted in advance in electronic format. No other formats of posters will be accepted, and on-site submissions will not be possible.

General Information on how to prepare your poster:

- All posters should be prepared in English
- Layout: 1-page PDF or PPT file in portrait orientation (vertical orientation)
- Poster Size:
 - In cm: 90 x 140 (this can be used to set up PowerPoint)
 - DPI 300 pixels/inch
- File Size: Recommended file size is 3MB or less
- Media: Images/photos, graphs and tables can be included in the poster
- Multimedia: Videos can NOT be included in the poster

Additional guidance on the submission process can be found once you log into the platform. You must upload your poster between **25 September and 30 October 2023**. Poster presentations that are not uploaded by the deadline will be excluded from the programme and abstract book.

Policy on notification of funding/potential Conflicts of Interest:

To support transparency, speakers should include a specific section/footnote to indicate all sources of funding and potential Conflicts of Interest for the work presented at ESCAIDE.

Step 3. Prepare your poster tour presentation

only for poster tour presenters (online-only display posters excluded)

Each poster tour will follow a running order of the presentations as defined in the conference programme. Your intervention will be **up to 7 minutes**. This will be comprised of:

- 2 minutes to introduce yourself and the work you are presenting.
- 5 minutes of moderator-led discussion, based on questions prepared by the moderator and from the audience.

Presentation Content:

The poster presentations help showcase the latest research and inform ESCAIDE participants of developments in a range of fields. The presentations also create opportunities to connect with individuals and organisations that are interested in the research results and explore future collaborations. The suggested format is designed to help with both these objectives:

- **Key messages:** if you can only communicate 2 or 3 aspects of your research/study, what are these key points and how can you draw attention to them.
- **Poster:** follow the abstract format for ESCAIDE covering the (i) introduction, (ii) methodology, (iii) results and (iv) conclusion. Please remember that the online and physical audiences will see your poster differently. The online audience will look at a screen. The physical audience may be standing meters away from the board or have limited visibility if they are standing behind someone. Detailed text will be challenging for both audiences. When presenting it will be important to clearly describe which part of your poster you are discussing, as the audience may not be able to see you pointing at the poster. Our poster terminals offer the possibility to zoom in, please use this when necessary.
- **Invite feedback:** to encourage lively discussion at the end of your presentation, consider providing the audience with a question, challenge, or task at the beginning of the tour. This will prompt them to reflect on the topic as they listen to your presentation.

Presentation Structure:

You may want to consider the following structure for your poster tour:

- **Step 1: Introduction:** Open with your key message, what you want the audience to remember.
- **Step 2: Engagement:** Ask the audience a question, something they should think about when listening to your poster presentation.
- **Step 3: Key messages:** Spend time on the key points of your poster that you want to highlight.
- **Step 4: Wrap -up:** Repeat your key message and identify the next steps, what you hope to achieve in the future. This should link to the question you asked at the beginning.
- **Step 5: Q&A:** The moderator will look at the comments from the audience and how they replied to your question(s). This forms the content for the questions and answers.

Step 4. Make the best out of your poster

for both poster tour presenters and online-only display posters

All posters accepted in the ESCAIDE 2023 programme will be displayed on the “Posters” page on the conference online platform. Each poster will be displayed with the abstract text, linked presenter profile, list of authors and affiliations. Participants can freely browse through the displayed posters and contact the author directly for any questions or comments they may have. As a poster presenter, you are encouraged to connect to the platform throughout the conference and reply to the messages you receive.

Step 5. Present your poster in a poster tour

only for poster tour presenters (online-only display posters excluded)

The poster tour will not provide enough time to give a full account of your research/study. It is rather an opportunity to highlight the work and get ESCAIDE participants interested.

Each tour is organised by topic and will be led by a moderator. In the conference venue, each poster tour session happens around a poster terminal, where all posters can be accessed using the search function or by browsing. Online participants can follow a Poster tour via a virtual room. All posters will be accessible on the online conference platform, and on the mobile app.

Before the session:

Both online and in-person presenters should join the poster tour session at least 10 minutes before. In-person presenters should preview their poster on the terminals beforehand. There will be a poster information desk located in the conference venue, where you can ask questions or receive guidance and assistance. Online presenters will connect by using the connection link provided in a calendar invitation (as described below)

During the session:

The moderator invites each poster presenter to briefly present their work (2 mins each). The audience are invited to leave their questions in the chat. After the presentations, the floor will be open for Q&A, where the moderator will address questions to the presenters.

For remote presenters: As a remote speaker in a poster tour, you will be invited to a technical check activity where our technical staff will brief you and test your equipment. Detailed information of this check will be sent in a separate email with instructions, and you will be invited to schedule your **technical check within a month before the conference dates. You will be notified on this in due time.**

After your technical check is completed, we will send you a calendar invitation indicating the day and time you will be connected live into the conference and the connection link. Please note that the calendar invitation will be scheduled 15 minutes in advance, for a technical pre-check before you go live.

Step 6. Promote your participation

for both poster tour presenters and online-only display posters

ESCAIDE 2023 is promoted on the ESCAIDE social media channels. Please help us to spread the word by announcing your participation in your social media channels, by using #ESCAIDE2023.

Summary of actions

- Register for the conference making sure you indicate correctly if you will present in-person or online (until 15 September)
- Submit your poster (between 25 September and 30 October)
- Technical check (within one month before the conference dates) *only for remote presenters*
- Connect to the conference platform and to your poster session according to the programme

Contact

For any questions you might have, do not hesitate to contact the ESCAIDE organisers at: escaide.conference@ecdc.europa.eu. Follow us on [Facebook](#), [LinkedIn](#) and [Twitter](#)