A step-by-step guide for poster presenters at ESCAIDE

ESCAIDE 2021 will continue to be organised as a completely online event. This year, we have decided to create a slightly different format of the presentation of the posters, one that will still allow you to present your research and contribute to a discussion.

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

Step 1. Submit your poster

You will be contacted by abstracts.escaide2021@appinconf.com , with a link, login credentials and instructions to upload your E-Poster.

General Information on how to prepare your E-Poster:

- All E-Posters should be prepared in English
- **Layout:** 1-page PDF-file in portrait orientation (vertical orientation)
- Poster Size:
    - Pixels: Recommended size (format W x H) is 2160 x 3840 px
    - In cm: 62.26 width and 110.69 height (this can be used to setup Power Point)
    - Format: 9:16
    - DPI 300 pixels/inch
- **File Size**: Recommended file size is 3MB or less.
- **File Format**: PDF (.pdf)
- **Media**: Images/photos, graphs and tables can be included in the e-poster.
- **Multimedia**: Videos can NOT be included in the e-poster.

Guidelines on the submission process can be found once you log into the system.

The upload of your poster is expected to be done between **1- 10 September.**

Step 2. Make the best out of your poster presentation

All posters accepted in the ESCAIDE 2021 programme are displayed on the "Posters" page on the Conference platform (*Swapcard*).

European Scientific Conference on Applied Infectious Disease Epidemiology (ESCAIDE)
Gustav den III:s Boulevard 40, 169 73 Solna, Sweden
escaide.conference@ecdc.europa.eu

www.escaide.eu

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Participants are free to navigate through the posters displayed on the page and get in touch with the author for any questions or comments they might have. As a poster presenter, you are encouraged to connect to the platform and reply the messages you receive, also outside of the timing of when your session is scheduled.

Additionally, to the chat function, participants can even request meetings with you as a presenter at some pre-set times that are already made available on the page where your poster is displayed. You are free to respond the request for meetings, based solely on your availability.

On the "Posters" page you will be able to see your poster including all details related to it, from list of authors and affiliations, to the text of the abstract and the poster itself.

Create your poster "teaser"

As a poster presenter, you are given the opportunity to create a short recording where in a 30-second clip you will open the "appetite" for other participants in the conference on why they should attend your presentation.

A set of tips and instructions on how to do this will be provided separately to all poster presenters in due time. It is expected that the 30-second clips will be submitted to the organisers by latest 20 September.

The clips will be uploaded on the conference platform (*Swapcard*) and will be used to promote poster presentations, by day, during the conference breaks. The clips are not mandatory, nevertheless we encourage poster presenters to use this opportunity to promote their research and raise awareness on the presentation in order to maximise attendance.

Step 3. Participate in a Poster tour

According with the timing scheduled in the conference programme, poster presenters are invited to join the Poster tour session of which their poster is part of. The session will be led by a moderator. Each poster session is organised by topic specific in a virtual room and the moderator is inviting each poster presenter to briefly present their work (2 mins each). Participants in the session are already invited to leave their questions in the chat window during the presentations. After the brief presentations, the floor will be open for Q&A, where the moderator will address the questions received in the chat and redirect them to the presenters.

Due to technical platform limitation, each session can be attended by a maximum of 100 participants, including the moderator and presenters of posters belonging to that session.

Step 4. Make sure you disclose funding/ potential Conflicts of Interest

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

Step 5. Register in the conference

The registrations will open on 11 October and close on 12 November. The registration is free of charge.

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

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We strongly encourage you to complete your ESCAIDE profile on *Swapcard,* 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 6. Promote your work

ESCAIDE 2021 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 #ESCAIDE2021.

Summary of actions

a. Create a "teaser" for your presentation (deadline 20 September)

b. Upload your poster (between 1- 10 September)

c. Register in the conference and complete your profile (from 11 October to 12 November)

d. Connect to the conference and to your poster session according to the programme

e. Engage with participants by sending "Connection requests"

Stay tuned

Subscribe the ESCAIDE newsletter by sending an email to escaide.conference@ecdc.europa.eu

Check more info and guidance documents on the section for presenters on ESCAIDE website: https://www.escaide.eu/en/presenters

Follow us on Facebook and Twitter @ESCAIDE

For any questions you might have, don't hesitate to contact the ESCAIDE organisers at: escaide.conference@ecdc.europa.eu

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