

# Guidelines for Poster Presenters

Thank you for presenting at IAP 2024

This page is designed to prepare you for your poster presentation at IAP 2024. Please visit the page regularly for updates on technical requirements and general information.

## Who are these guidelines for?

Presenting authors of abstracts selected for Poster Viewing. – (Please prepare a **paper poster and E-Poster**).

**Poster Viewing.** – Abstracts selected for this category will be available as a paper poster (on display near the Exhibition area) and as an E-Poster on the mobile App which will be available for viewing throughout the Congress.

- Printed Poster presenters are encouraged to be in the vicinity of their poster during breaks on the day their poster is on display, in order to be available to answer questions from attendees and hold informal discussions.
- E-Poster presentations will be available for viewing on the congress app. Only E-Poster of registered participants will be displayed in the E-Poster Gallery.

## As a Poster Presenter you will need to:

**Register for the Congress.**

All Poster presenters are required to register for the Congress. If you have not yet done so, you may find information regarding registration by clicking [here.](#)

# Paper Poster Instructions and Information

## IMPORTANT INFORMATION

- Poster Authors must bring their printed poster to the congress. There are no facilities onsite at the congress to print posters.
- Do not leave anything on the floor near or under the poster board once it is set up. Anything on the floor is a safety hazard, and the International Academy of Pathology Congress (IAP 2024) and the organizers are not responsible for any resulting losses.

Authors are encouraged to stand by their posters during the breaks for informal discussions or to answer questions.

## Poster Hours:

Printed Posters will be displayed in the Poster area during the Congress hours during breaks.

Poster presenters should refer to the Poster Help Desk in the Poster Area in order to locate their board number(s).

## SHIFT 1:

- **Mounting:** Sunday, 27 October: from 18:00
- **Dismantling:** Tuesday, 29 October: 13:30-14:00

## SHIFT 2:

- **Mounting:** Tuesday, 29 October: from 15:00
- **Dismantling:** Thursday, 31 October: 10:30-12:45

*The organizers are not responsible for any posters that have not been removed by the end of their shift.*

## POSTER BOARD NUMBERS

- You will be sent a confirmation email with your Poster Board number (you will receive this closer to the congress). You will also be able to approach the Poster Board Help Desk on-site to ask for the board number on which you should display your poster.
- Please use the board with the same number.

## POSTER FORMAT AND TECHNICAL SPECIFICATIONS

### Paper Poster Guidelines

Please prepare your poster to fit the dimensions below:

- The poster must be **PORTRAIT** orientation.
- It is recommended that posters are prepared on one sheet of material.
- The dimensions of the poster should not exceed **90cm wide x 120cm high**.
- Allocate the top of the poster for the title and authors as stated on the submitted abstract.
- The text, illustrations, etc. should be bold enough to be read from a distance of two metres. (six feet).
- Double-sided tape, tacks and technical equipment will be available for the mounting of posters. Staff will also be in the poster area to assist you.
- Please note that you are required to print and bring your own poster. **There is no option to print your poster at the venue.**



You can download a portrait poster sample from [HERE](#). Before printing, please double-check the dimensions with your print service provider to avoid low print quality.

## Instructions for the Preparation of your E-Poster

- NOTE: By uploading your E-Poster you agree to having it published in the official IAP publications and mobile app.
- Poster presenters will be contacted via email from IAP 2024 secretariat and with a dedicated link to upload their E-Posters and further instructions. Only registered presenters will have their Posters included in the congress materials.

### E-Poster Guidelines

Please upload your E-Poster as a **PDF file in PORTRAIT orientation**.

If you wish, you may use a template that can be downloaded [HERE](#)

- Language: All E-Posters should be prepared in English

- File Format: PDF format – **1 page only**
- Orientation: Please create your document in PowerPoint in Portrait layout and save it as a PDF file
- Font types: Arial, Calibri, Verdana, Times New Roman or Helvetica
- Font size: 11 points or larger
- Hyperlinks, animated images, animations and embedded videos are not permitted
- QR Codes may be included
- Images and tables: At least 200 dpi – good picture quality is essential
- When inserting images, photos, tables, etc., please use simple copy-paste and do not use embedded documents – the system does not support embedded files – audio or video
- Avoid overlapping objects and layers – only the final view/status will be visible
- When saving your PDF please do not use symbols or special characters (ie. +/@/ü) in the file name
- File size: Less than 5 MB

## **Technical Support**

Should you require any support or further information and assistance, please do not hesitate to contact us:  
[iap\\_abstracts@kenes.com](mailto:iap_abstracts@kenes.com)