

## RULES FOR THE PREPARATION AND SENDING OF e.POSTERS

FORMAT: Full HD 16:9  
RESOLUTION: 1920 x 1080  
POSITION: Vertical/ standing



### What programme should I use?

Most users employ **PowerPoint (Ppt)** and, in fact, this is the most suitable programme for the posters to have the correct resolution.

**Note that, at the end, you will always have to convert your poster into a PDF file, before submitting it.**

### Size

#### Using PowerPoint (Ppt)

1. The functionalities of the application will be the same as those used previously, but adding **multi-touch** (ZOOM IN, ZOOM OUT and SWIPE) to change slide
2. The touch screens of Tecnovisão are HD with a resolution of 1920x1080.
3. The PowerPoint that will be sent to us should have the sizes indicated on the image shown below (57.165 cm x101.64 cm). Which should be converted into PDF.

### Type of letter

When choosing the fonts for your poster make sure they are easy to read.

Do not mix fonts and avoid fonts that are difficult to read.

**This text contains the minimum type of letter to be presented that is legible on the screen.**

**Arial size 11 | where the Italic and Bold functionality can be used**

Even in size 11 some fonts are difficult to read. See the example below.

**Example of font which is not easy to read Brownalia size 11**

### Pictures

When selecting pictures for your poster make sure they have a good resolution, ideally 300 dpi.

When inserting the picture, consider the relationship between the size and desired dimensioning.

Pictures with lower quality resolution must *always* be of a smaller size.

### Graphs

Check the letter body used for the keys of graphs. Very often the selected letter body is not easy to read.

### Bibliography

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Bibliography with this letter size is difficult to read font: arial 9  
Bibliography with this letter size is impossible to read font: arial 8

### Contents

When creating your poster *do not forget* that *it* must comply with the rules created for the purpose.

### How to convert your poster into a PDF

To convert your poster into a PDF format from PowerPoint:

1. Select the "File" option.
2. Click "Save as" or "Save as Adobe PDF"
3. In the box "File Name" write the name of your poster
4. In the box "Save with type", select "PDF"
5. Click "Save"
6. Open the PDF to check that the file was converted correctly.

### What is the deadline for sending my poster?

Your poster should be sent by 24h00 of 03/ 04/ 2019, to [eslidesk@tecnovisao.com](mailto:eslidesk@tecnovisao.com) (with Cc to [ebcc2019@uevora.pt](mailto:ebcc2019@uevora.pt))

### Exhibition of Posters

During the congress/meeting, the selected posters will be available for viewing on the touch screens, provided for the purpose.

### Do you need help?

Are you experiencing problems with the design or conversion of your poster?

Do you need any clarification?

Send us e-mail to: [eslidesk@tecnovisao.com](mailto:eslidesk@tecnovisao.com)

We will be quick to answer.

