

Presentation Guidelines

Information:

Your e-poster will consist of **4 slides** that will be displayed on the large screens at the venue, as well as online during the breaks between plenary sessions. A 15 second transition per slide (1 minute in total per presentation) will be timed automatically in PowerPoint, and they will not include audio. This Zoom screen share will be managed by the ASPA conference team. Your e-poster will be made available on the ASPA website (members-only accessible area) indefinitely.

Send your e-poster to abstracts@aspactivity.org **BEFORE 24 November 2022**, so we can make sure it is part of the conference and uploaded to the ASPA website.

Upon submission, the file name for your e-poster should be: 'ASPA22 e-Poster – FirstName LastName.ppt'. If you have more than one accepted e-poster, please give them a number. Example: 'ASPA22 ePoster – Corneel Vandelanotte2.'

Instructions:

- You must use Microsoft PowerPoint to prepare your e-presentation, and no more than 4 slides are allowed. The slides must be prepared with an aspect ratio of 16:9 (in PowerPoint go to 'Design' then select 'Slide-size', then choose 'Widescreen'). Incorrectly formatted e-Posters will not be accepted.

- Slide content:

1. The first slide should include the title, author(s) and affiliation(s) of the work and a concise summary of relevant background information to introduce the work.
2. The second slide should include information in relation to the aim or purpose of the work and design/methods/approach.
3. The third slide should include information in relation to outcomes/results of the work.
4. The fourth slide should contain conclusions and a take home message.

- The proposed structure of the slides (i.e., intro, method, outcomes/results, conclusion) can be different if your work does not report on a research activity (e.g., practise, policy, advocacy).

- Keep in mind each slide will only be displayed for 15 seconds and should thus not be overloaded with content (we suggest a minimum font size for the header of 44pt and a minimum size of 28pt for the main body).

- Simplicity is the key: succinct text, avoid a wall of words, focus your attention on a few key points. Ask yourself: what are the key take home messages I want the audience to remember.

- The use of figures, diagrams, or photo's directly relevant to the presented work is encouraged. However, do not include animations or audio in your slides as these features will not be available during when your slides are presented.

- The slides should be understandable without further explanation. Avoid abbreviations, acronyms and jargon.

- We suggest you include your e-mail address and/or twitter handle on the slides, so interested attendees can contact you about the work presented.