



## *AIDS 2020: Virtual*

### Virtual poster exhibition guidelines

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All electronic posters will be uploaded prior to the conference and made available to conference delegates through the virtual poster exhibition platform. Delegates will be able to browse through all e-posters, which will be grouped by track category. In addition to creating an e-poster, presenters may also record an audio narration to accompany the e-poster. This **narration cannot be longer than 5 minutes**.

#### Preparation before the conference

1. Create your electronic poster (e-poster) as you would normally in PowerPoint (further guidelines found below).
2. Create an audio narration (**maximum 5 minutes long**) presenting your poster (instructions on how to create an audio recording and add it to your e-poster in PowerPoint are found further down in this document).
3. In the beginning of June, you will receive an email from CTI, our with longstanding presentation and recording management supplier, with a link and details on how to upload your e-poster and recorded audio. The deadline to upload will be **Friday, 26 June 2020**.

#### General Information

##### Language

As the official *AIDS 2020: Virtual* language is English; all e-posters must be in English. If English is not your native language, we recommend that you have your e-poster proof-read by a native speaker

##### Advertising

Advertising of products is prohibited. Please ensure that your e-poster and presentation provides objective information based on scientific methods generally accepted in the medical community and is free of commercial bias.

## Patient anonymity

Kindly make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. Patient anonymity must always be guaranteed.

## Diversity

Presenters at *AIDS 2020: Virtual* must be sensitive to diversity and ensure that their presentations are free from any content (whether oral or visual) that may be perceived as discriminatory or derogatory. *AIDS 2020: Virtual* reserves the right to exclude non-compliant speakers from presenting at future meetings.

## Copyright reserved material

It is the author's responsibility to ensure that each part of the slide show (figures, tables, images, etc.) is free of any third-party rights and is cited correctly.

## E-poster design & technical requirements

### Format

E-poster files will be accepted in MS PowerPoint format only (ppt. or pptx. extensions). Macintosh presentations (i.e. Keynote) cannot be accommodated.

### Versions

Your e-poster must be prepared in MS PowerPoint 2010, 2013 or 2016.

### Template

Please find an [e-poster template](#) here.

### E-poster layout

Your e-poster should be laid out in landscape style. The size of your slide should be 118.9 cm wide and 89.1 cm high.

### File name

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your file. Do not use passwords or encryption with your files.

### Flash animations & macros

Please refrain from using macros and flash animations, as they are not supported.

### File size

The size of any given e-poster **should not exceed 500 MB.**

## Font

Do not use special fonts which are not part of the standard PowerPoint package.

## Preparing your e-poster

Your e-poster should quickly orient the audience to the subject and purpose of your study. Here are some suggestions that may be helpful for the preparation of your poster:

- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes.
- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster.
- Design the individual sections of your poster so that they can be quickly read; avoid large blocks of text and long sentences.
- Try to keep your word count as low as possible.
- Supporting images (such as graphs, tables, illustrations, photographs) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand and are not overloaded with information.
- Make sure that there is enough contrast between the colour of the text and the poster's background.
- There are many resources available with information and tips on how to make a good poster. An example of how to create a poster can be found [here](#).

## Steps to add audio to PowerPoint

### Audio tips

1. Use a microphone and test audio before recording. If possible, use a wired headset as they generally produce the best audio quality.
2. Record presentation from a quiet location to avoid background noise.

### Record audio through PowerPoint

1. In PowerPoint, select **Insert > Audio > Record Audio** from the navigation menu.
2. Type in a name for your audio file
3. Click on the **Record**  button and proceed to speak. **Important:** Your device must have a microphone enabled in order to record audio.)
1. To check your recording, click on the **Stop**  button, then click on the **Play**  button.
2. Click on the **Record**  button again to re-record your clip or select **OK** if you are satisfied with the result.

3. To move your clip, select and drag the audio icon  to where you want it on the slide (**note:** if you are using more than one audio file per slide, it's advisable to put all audio icons in the same spot on the slide and to overlap them. This will help you later to find them more easily.)
4. Click on the grey **Play**  button which appears when the audio icon is selected.

### Change Playback Options

Select the audio icon  and then the **Playback** tab in the navigation menu of PowerPoint. Next, select which options you would like to use:

- To trim the audio, select **Trim Audio** from the navigation menu and use the red and green sliders to trim the audio file accordingly.
- To fade the audio recording in and out, modify the numbers in the **Fade Duration** boxes **Fade In:** and **Fade Out:**
- To adjust the volume, select **Volume** and then setting (**Low, Medium, High** or **Mute**) you prefer.
- To choose how the audio file starts, click on the drop-down list of **Start:** and select one of the following options:
  - **In Click Sequence** – Starts the audio file automatically with a click.
  - **Automatically** – Starts automatically once you advance to the slide that the audio file is on.
  - **When Clicked On** – Starts the audio file only when the icon is clicked on.
- To choose how the audio plays in your presentation, select one of the following options:
  - **Play Across Slides** – Plays one audio file across all slides.
  - **Loop until Stopped** – Plays an audio file on loop until it is manually stopped by clicking the **Play/Pause** button.
- To have the audio play continuously across all slides in the background, select **Play in Background** from the navigation menu of PowerPoint.

### Add audio from your PC if not recorded through PowerPoint

1. **Open** your PowerPoint file.
2. Select **Insert > Audio**.
3. Select **Audio on My PC...**
4. In the **Insert Audio** dialog box, select the audio file you want to add.
5.  Select **Insert**.
6. This icon  will appear, indicating there is an audio file in the PowerPoint slide.

For any questions, please contact [aids@support.ctimeetingtech.com](mailto:aids@support.ctimeetingtech.com).