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## ***Guideline for Poster Presenters Preparation for the 10th Bi-regional TEPHINET Scientific Conference***

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The 10<sup>th</sup> Southeast Asia and Western Pacific Bi-regional TEPHINET Scientific Conference will take place from May 31 to June 4, 2021 in Taipei, Taiwan. The conference will have both face to face and online participation.

### **POSTER PRESENTATIONS**

**Poster presentations at 10<sup>th</sup> Bi-regional TEPHINET Scientific Conference will consist of poster presentations and poster Q&A.**

- All presenters must upload posters in specified format along with a 3- to 5-minute presentation to the assigned cloud folder no later than **Thursday May 27, 2021**(the Google Drive link will be sent individually by the Conference Secretariat, [tephinet2021@come2meet.com](mailto:tephinet2021@come2meet.com)).
- In addition to the posters being on the online platform, all posters will be printed out by the conference organizer to be displayed at the conference venue. This will enable viewing of the posters by in-person conference participants.
- All presenters should visit the online platform periodically during 8:00 am (GMT+8) June 1 to 12:00 pm (GMT+8) June 3 to answer questions raised by online conference attendees.
- Presenters who choose to attend the conference in-person are welcome to present posters and answer questions during the poster session time.
- All Q & A online will end at 12:00 pm (GMT+8) on Thursday, June 3, 2021, for judging to begin.

### **POSTER FORMAT**

Please ensure that your poster meet the following specifications (Appendix A):

- Size: portrait (vertical), with 841mm in width and 1189 mm in height
- Image resolution: 300dpi
- File format: PDF

If you are creating your poster using PowerPoint, please see attached [poster template](#) to properly customize your slide settings. No matter what kind of tools you're using to edit your posters, please make sure the poster has already export as a PDF file before uploading (Appendix B).

## VIDEO FORMAT

Presenters need to film a video **no longer than 5 minutes** with **720p resolution** and upload it as an **MP4 file**. Any filming device is acceptable. For presenters using cellphones for filming, please place the phone horizontally to film; the videos will be better for viewing.

## OVERVIEW: POSTER PRESENTATIONS OF SCIENTIFIC PAPERS

A poster can provide a visual summary of scientific projects and generate active discussion with conference delegates on an individual basis.

Simplicity is key. The presentation should discuss the poster but should not be used to introduce new findings or information. Keep to the point. Present only enough data to support your conclusions. This poster will contain high level points, and if the viewer would like more information, they can strike up conversation or visit the full abstract.

## TIPS ON PREPARING POSTERS

### *Lettering (Font)*

- Lettering (font) in the body of the poster should be readable from 2 meters away. Do not use fonts smaller than 16 points.
- Lettering for the title should be readable from 10 meters. Use 70-point font size. Lettering for authors and affiliation below the title can be smaller, readable from 2 meters.
- For titles, capitalize the first letter of each main word (nouns, verbs, adjectives, and adverbs). Apply this to the poster title and titles of tables, graphs, charts, pictures, and maps. Writing in all capital letters should be reserved for acronyms and other abbreviations.
- Use “Sans Serif” fonts for all lettering. Examples of sans serif fonts include Arial, Tahoma, Microsoft Sans Serif, and Trebuchet.

### *Visuals*

- Present numerical data in the form of graphs, charts, or simple tables.
- Visuals should be simple and bold. Leave out unnecessary details.
- Make sure that any visual can “stand alone” (i.e., graph axes are properly labeled, maps have north arrows and distance scales, symbols are explained, etc.).
- Use color to enhance comprehension, not to decorate the poster.

- Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text. Each visual should have a brief title.

### ***Inserting Key Thesis Statement***

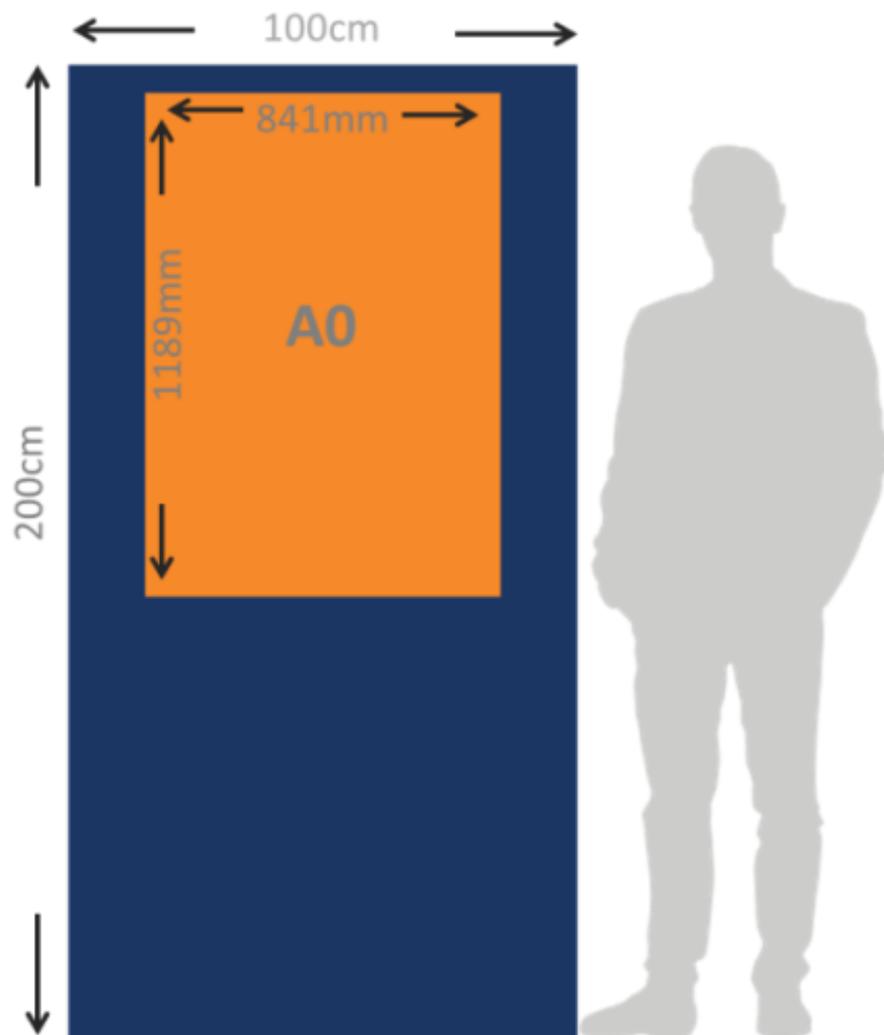
- To avoid cluttering the presentation, the poster should be high level with only clear points.
- In this section of the poster, you will insert the single most important idea or take away message from the work being presented. The statement will stand as a point of reference for your entire study. It will also help attendees to digest information more effectively.
- An example to follow to write your thesis is the “SOCO” method which stands for Single Overriding Communication Objective. The SOCO is described with: “What is the ONE message you want the audience to take away from this study?” That is your main sentence.

### ***Text***

- Keep the text brief. Avoid long blocks of text. Use bullet points if possible. Use text to (a) introduce the study (what hypothesis was tested or what problem was investigated? Why was the study worth doing?), (b) explain visuals and direct viewers’ attention to significant data trends and relationships, and (c) state/explain the interpretations that follow from the data.
- Avoid presenting numerical data in bulleted lists or buried in text. Use tables and graphics
- Cite and reference any sources of information other than your own, just as you would do with a research paper. The “References Cited” is placed at the end of the poster.

## APPENDIX A

### DISPLAY BOARD



The poster board surface will be 100 (wide) x 200 cm (high). Posters should be in portrait orientation and measure 841 mm wide and 1189 mm tall.

## APPENDIX B

### EXPORT TO A PDF FILE

For **Adobe Illustrator (AI)** users, you must outline the text. ([Click to watch tutorial](#))

For **Adobe Photoshop (PS)** users, you must rasterize the text. ([Click to watch tutorial](#))

For **PowerPoint** users, please click [here](#) to download the slide master. And then, please do not export any notes, remarks, ink, or any supporting features. To do so, follow the instructions below:

1. Click the Create PDF/XPS button on File > Export > Create PDF/XPS document.
2. In the Optimize session, choose "Minimum size (publishing online)".
3. Click the "Options..." button.
4. Make sure all "Publish options" are turned off and under "PDF options", select "PDF/A compliant". It should be similar to the screenshot.

