



ePoster tips

Essential requirements

The following information is provided to help presenters prepare their poster.

1. ePosters are included in the on demand section of the online congress platform.
2. **Posters must be produced as 16:9 format in PowerPoint.**
3. You must upload your ePoster by **11 March 2021** for inclusion in the programme.
4. Abstracts will be available from 31 March and presentations and ePosters are accessible from 8 April. They will be available for all registered participants until 8 July 2021.
5. Your abstract and ePoster form part of the on demand content of the congress. Your abstract will be lifted from embargo from 31 March and your ePoster becomes available 8 April. Both will be available for all registered participants until 8 July 2021.
6. ePoster presenters have the option to upload an audio clip of up to five minutes.
7. Below you will also find suggestions for other options to generate additional content to add value for participants accessing your ePoster presentation.

Production

Microsoft PowerPoint provides for flexibility and creativity in producing your ePoster. World Physiotherapy has produced two examples of different approaches to presenting your ePoster to assist those who may be less familiar with producing posters:

- [traditional poster format](#)
- [#betterposter format](#)

Your use of these is optional. Whilst the traditional format will be familiar to most the #betterposter format may be new. This format is gaining popularity for making posters more accessible, engaging and less cluttered with a headline that stands out – grabbing the attention as people scroll or walk past. This [video](#) from Mike Morrison who is behind the drive, explains it well. There's also a website with templates: <https://osf.io/6ua4k/>

Content and format

Traditional format

- you could use the headings used in your abstract, but many presenters prefer to use introduction, participants, methods/materials, results, discussion/conclusions and recommendations
- references should be included, if used, but try to keep them to a minimum

- have an acknowledgments section, in smaller size font, where you acknowledge contributors and funding organisations
- ethics approval, if appropriate, should be mentioned and the appropriate committee/body acknowledged
- provide information on the poster about where/how you can be contacted
- look critically at the content when it is laid out; a balance of approximately 1/3rd text, 1/3rd graphics and 1/3rd empty space is a good distribution for a traditional poster
- do not simply use a wall of text, use blocks for the text that can stand alone
- give your poster sections and allow space around your work - light and empty space attracts the eye
- the text, tables and graphics should look integrated
- words and illustrations should go together - tables and graphics should be integrated within the text whenever possible
- it is best to use the same typeface for all text and ruled lines separating different types of information should be avoided
- lines of text should contain about 8 to 12 words and should run from left to right
- it is best to have your text left justified (with the right side ragged) as this is easier to read

Poster Title Goes Here & Must Match Your Submitted Abstract Title
Authors' Names Goes Here (must match those on the submitted abstract)
 Affiliations go here

Introduction
 You don't need to reproduce your abstract here. This template is set to 16:9 in PPT and will facilitate upload as a PPT or pdf.
 Check if your institution has a house style for posters, which may limit what colours and layout you can use.

Purpose
 The size of this poster template is 16:9 format. Do not change this page size.

Participants
 Use font faces that are easy to read, such as Arial or Verdana.
 The section headings in this template are in 46pt. Most of the body text is 32pt. The recommended range is 26pt-36pt.
 Black text on a white background is easiest to read.
 Text tends to look better when left-aligned rather than fully justified.

Methods
 If you are using this template... Simply highlight this text and replace it by typing in your own text, or copy and paste your text.
 You can change the colour of the text, title and poster background.
 You may find you don't need a full column for methods and could start results in this column, but if you do, ensure you have a clear break in the layout.
 If there are points you want to emphasis use bold rather than italics.
 Remember to add captions to explain images, tables and graphs. Align the text next to the image i.e. right aligned if the image is on the right.

Results
 Think about how you can expand on what you included in your abstract.
 When laying out your poster leave breathing space around you text. Don't overcrowd your poster.

Results
 Images such as photographs, graphs, diagrams, logos, etc, can be added to the poster and will enhance its appearance and help to break up blocks of text.
 Full width images, or images more than 2/3 column width should have captions the width of the column and can appear above or below the image.
 The best type of image files to insert are JPEG or TIFF.
 Images on the left should have the caption on the right and be set to left align text.

Discussion & Conclusions
 Make your conclusions succinct and clear.
 Note: Do not leave your poster until the last minute. Several drafts are usually required and ask colleagues for feedback.
 You need to meet the upload deadline of 11 March 2021 for your poster and audio recording.

Recommendations
 Highlight the key recommendations for practice, education, research and/or policy.

References
 Try and keep these to a minimum. Be consistent with your reference style i.e. Vancouver or Harvard.

Acknowledgements
 Note ethics approval, any conflict of interest statement, and thank funders and others.

Contact details
 Add e-mail address. You could provide a link to a website hosting more resources, such as an online version of your poster, different language versions, and further details including a recorded presentation. You can simply include a link address or use a QR code.

- **Title/heading:** the title of the poster should be the same as on your abstract. The heading should include the authors' names and affiliations.
- **Text:** your poster should be understandable without you being there to explain it to participants. Words should be spelled out, avoiding abbreviations/acronyms and jargon.
- **Illustrations - graphs/tables/figures/photos/drawings:**
 - tables are preferable to graphics for small data sets
 - tables also work well when data presentation requires many localised comparisons
 - graphics should tend toward the horizontal, greater in width than height, ideally 50 percent wider than tall

- use colours to distinguish different data groups in graphs and avoid using patterns or open bars in histograms
- lines in data graphics should be thin
- use short messages to help explain data
- labels should be placed on the graphics itself, legends are usually not required
- remove all non-essential information from graphs and tables
- focus on principle results
- explanations should be used to enhance the richness of data and make graphics more attractive to the viewer
- photographs also help, if relevant, and are a good way of providing colour
- check the resolution/quality of any images used to make sure they appear clearly

#betterposter format

- in a #betterposter your conclusion takes centre stage!

Put Your Full Poster Title Here: And Include Your Subtitle if You Have One

Author name 1, author2, author3, author4

INTRO

- Who cares? Explain why your study matters in the fastest, most direct way possible (feel free to add graphics).

METHODS

1. How did you find this?
2. Collected [what] from [population]
3. How you tested it.

RESULTS

- Graph/table with **essential results only**
- All the other data in "extra extra extra"

DISCUSSION

- "If this result actually generalised and I didn't have to humbly disclaim the possibility of a thousand confounds and limitations, it would imply that..."

**Main finding goes here,
translated into plain English.
Emphasise the important words.
(feel free to add a focal graphic below!)**



fullpaperurl.org email@ddress.org @socialaccount

PRESENTED AT:



EXTRA EXTRA EXTRA

Delete this and replace it with your...

- Extra Graphs
- Extra Tables
- Extra Figures
- Extra nuance that you're worried about leaving out

This section is just for the readers who want to get into the details.

This is a World Physiotherapy example modified from Mike Morrison's Better Poster. Keep what works for you. Change what doesn't.

His tips:

1. Keep font size as high above 28+ as possible.
2. Keep your summary tight. Think of it like "abstract+" with key figures only.
3. The more content you add here, the more cognitive load you add, and the more you'll turn people off engaging.
4. Less content = more readers.
5. Now delete this text box. ☺

Add e-mail address. You could provide a link to a website hosting more resources, such as an online version of your poster, different language versions, and further details including a recorded presentation. You can simply include a link address or use a QR code.



- there are still many of the components of a traditional poster, but the emphasis is different
- check the #betterposter [video](#) and [templates](#)
- additional sources of information add value to your poster; something you can also do with a traditional poster (see below)

Advice for either format

Background

Many people simply use a white background with black text. This is easy to read, but some colour will make your poster attractive to the reader.

- try to use complementary colours rather than shocking bright colours
- check if your institution has a house style that must be followed
- consider what colour you want to use for text/illustrations and make sure it complements the background

Font

- your poster title should stand out so use a font and size like Arial 18pt (as per our traditional poster template), or bigger
- use large fonts (at least 10pt) for the headings and for key points that focus on some of the central ideas presented
- use something like 10pt font and no less than 7pt for the main body/explanatory text
- use only one type of font that is clear and precise (eg Arial)
- use upper and lower case letters and avoid too many style changes eg shadow, bold, italics
- consider accessibility guidelines to make your poster easy to read for those with visual impairments (see <https://www.lighthouseguild.org/website-accessibility-guide/> for some advice)

Final layout

Here are some questions to help you check the layout before you upload it.

- is the message clear?
- do the key points stand out?
- is there a good balance between text and illustrations?
- is the sequence of your poster clear?
- is the balance of content and space in your poster appropriate?
- do the colours you have chosen work together?

Seek advice from colleagues and ask them these questions to help you make any final adjustments before uploading.

Generate additional content to add value to your ePoster

Your ePoster will be available to all registered participants in the on demand area of the online congress platform during the event and for three months afterwards. Participants will be able to search ePosters by keywords and topic areas. There is no dedicated time for poster presentations.

When you upload your ePoster you will also have the option to upload a five minute audio recording to provide a commentary that can be listened to alongside your poster. Use this time to add value to your ePoster, do not just repeat content that can be read. You could:

- highlight the key findings, implications for practice and lessons learned - expanding on the content of the poster
- provide a language translation of the poster content eg in your own language
- put your poster in context with other work on this subject

You can also upload additional content to your own website that you can then direct people to; check with your workplace if there is an option to do this via your institution's website. Think about a dedicated webpage that could include:

- your poster
- a translation of your poster in any additional languages you can provide
- a pre-recorded presentation

If you generate a QR code linked to the website where the material is hosted and add it to your poster (see poster template) anyone can easily access the additional content.

- there are a number of free QR code generator websites, for examples see:
 - <http://www.qr-code-generator.com/>
 - <https://www.the-qrcode-generator.com/>

You insert your website URL for a QR code to be generated as an image; you can then download and insert the image in your poster that anyone can scan with a smartphone or portable device

Interacting with participants

Questions

There will be the option for participants to send you messages via private chat, if you have consented to this in the online congress platform.

There is a comments function available for each ePoster where you may see comments and feedback from participants, but also questions. Ideally, we recommend checking daily during the live congress days, and at least weekly throughout the three month period that the platform is available on demand, so that you can respond.

Contact details

Add your contact details so that people can follow up with you for more details. If you are on social media add your details and remember to post about your ePoster presentation. It's also a great way to connect with the global physiotherapy community and remember the hashtags #WorldPhysio2021 for the congress and #globalPT to connect with physiotherapists around the world.

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