GUIDELINES FOR **MODERATED POSTERS**

77th/e Annual Meeting • Congrès annuel
Charlottetown
P.E.I, Î.-P.-É.
June 24-27 juin
2022

HOW TO TRANSMIT YOUR POWERPOINT PRESENTATION (PPT) TO CUA

- Bring your PPT on a USB key to the meeting.
- As soon as you arrive or at least 3 hours before your presentation, please visit the **Speaker Ready Room** (room Summerside) to upload your PPT.
- Presentations can't be uploaded in the session rooms directly. The main server in the Speaker Ready Room is networked with the plenary room as well as all poster rooms.
- Using individual laptop computers is not permitted.

PREPARING YOUR PPT

Technical Guidelines

- **Slide Size**: Widescreen 16:9.
  - To adjust the size of your PPT please go to Design> Slide Size and select "Wide Screen (16:9)".
- **File type**: Only .ppt or .pptx are accepted**.** PCs will be used for presenting, so please test your PPT created on a Mac in the speaker ready room.
- **Videos:** Copy your PPT and all separate video files that you included into a folder on a USB key. In that way we can re-embed videos onsite if necessary.

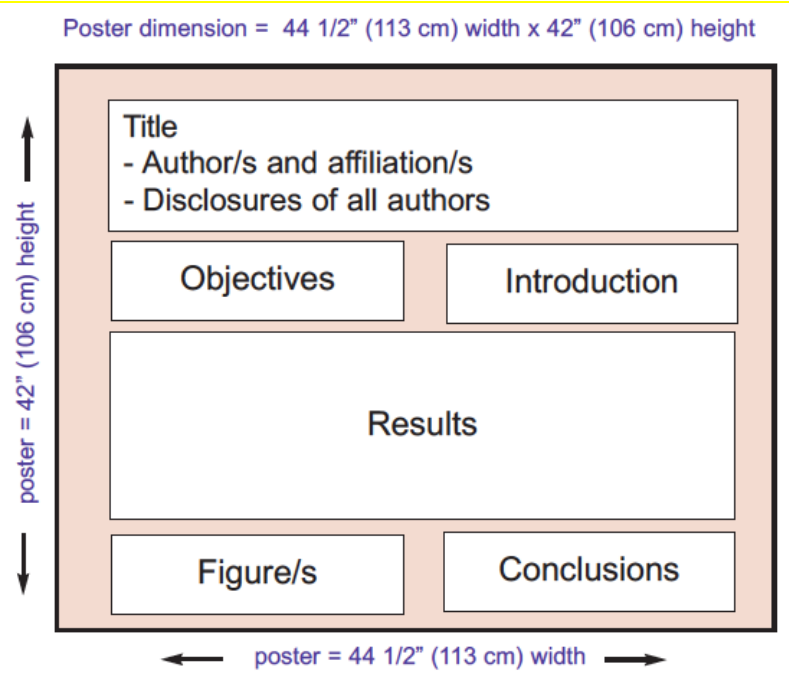
Content

- **Talk Length:** 2 min + 2 min for questions and answers.
- **PPT slide limit:** Cover slide + disclosure slide + 2 slides.
- **Obligatory Disclosure Slide**: As a requirement for CME accreditation of the program all presenters must include a *Potential Conflict of Interest* slide in their PPT.
  - Please download this template to disclose your potential conflicts of interest.
  - If you do not have any potential conflicts to disclose, please include a slide with the statement: "I have no conflict of interest to disclose."

PREPARING YOUR POSTER

- Each poster must have a **top label** indicating the title of the poster, the names of the authors and their affiliations.
- **Font sizes**: Title: min. 0.8" (2 cm) / Other text: min 0.4" (1 cm).
- **Obligatory Disclosure Statement**: As a requirement for CME accreditation of the program all authors must disclose their *Potential Conflicts of Interest.* This should be included in your poster or pinned next to the poster.
  - If the authors do not have any potential conflicts, please include the statement: "The authors have no potential conflict of interest."
- **Do not mail your posters** in advance as they may not arrive in time or at the right place; bring them with you.

Print your poster in the right size as it might **not** fit on the poster board otherwise! See image on next page.



AT THE CONFERENCE

1) **Registration:** Upon arrival, please pick up your registration package at the registration desk.

2) **Upload your presentation in the Speaker Ready Room – Summerside:**
Presenters should upload and review their presentation in the Speaker Ready Room no later than 3 hours prior to their scheduled presentation. The Speaker Ready Room will be staffed with a technician who can assist with any compatibility or formatting issues.

Hours of Operation:
Thursday: 12:00 - 18:00
Friday: 07:00 - 18:30
Saturday: 07:00 - 17:00
Sunday: 07:00 - 16:00
Monday: 07:00 - 10:00

3) **Poster setup:** Please setup your printed poster 30 minutes prior to the start of the session as follows.
Saturday, June 25: 15:30-16:00
Sunday, June 26: 07:00-07:30

Velcro and push pins will be provided.

You will find a Poster board marked with your poster number. It consists of MP. followed by the last two digits of your program number: e.g. MP.10. You will find your poster number indicated in the email accompanying these guidelines.

4) There will be a 30-minute viewing period for all posters at the beginning of each session. During this time, please remain available at your poster location for questions. Following the viewing, the moderated posters will be presented until the end of the session.

5) **Poster removal**: Posters have to be taken down immediately after the session ends. The CUA will not mail posters to authors after the meeting. Posters that are not removed will be discarded.

Should you have any questions not addressed in this document, please email leona.hanemann@cua.org**.**