



virtual **33rd** international symposium on **ALS/MND**

Online

6 – 9 December 2022

Poster Submission Guidelines

Organised by the Motor Neurone Disease Association
in co-operation with the International Alliance of ALS/MND Associations

Poster Submission Guidelines

The ePoster hall (with your poster PDF, video and abstract) will be available for the duration of the event and up to 3 months after the event for registered delegates to view. Within your ePoster profile, there will also be a discussion forum to allow delegates to comment and leave questions for author(s) to come back to. During your allocated live poster session, there will be further opportunities for networking and live Q&As with attendees.

By the end of this document, you will be able to create a poster PDF (max 5 MB) and 3-minute 'explainer' video. You will upload your PDF and video URL into your Symposium poster submission portal **using your unique link from your poster submission email** (sent when the poster submission portal opens).

As stated in the Conditions of Acceptance, presenting authors of accepted poster presentations are required to upload their poster PDF and pre-recorded 'explainer' video/voiceover of their work by **13 OCTOBER 2022** but uploading earlier than this will be appreciated. Files that are not received by the deadline will be considered no-shows and their abstract will be removed from the ePoster hall.

By submitting your poster PDF and video, you confirm that you are giving permission for the MND Association to share your materials at the virtual Symposium and agree that it can be used as part of the 'catch up' material for up to 3 months after the event as well as being shared across the Associations digital channels. Please contact us at abstracts@mndassociation.org if this is not the case.

All videos will be verified by MND Association staff.

If you have any issues with uploading your presentation, please contact abstracts@mndassociation.org

This document contains information on:

- [Poster PDF Guidelines](#)
- [Poster 'Explainer' Video Guidelines](#)
- [Poster PDF and Video upload instructions](#)

Poster PDF Guidelines

Planning and Design

You don't need to include a copy of the abstract. Your accepted abstract will appear in the drop-down 'Handouts' box in your ePoster profile.

1

Title- should be clear and simple: quickly explain your work and attract an audience.

2

Clear Layout- different sections should be clearly set out. If appropriate include Title, Authors & Affiliations, Introduction, Methods and Materials, Results, Discussion, Conclusion, and References.

3

Minimise text, focus on images- It's a poster, a visual explanation of your work - use images, tables and graphs.

4

Less is often more – don't overcrowd the poster. Include enough empty space throughout the poster so that various elements can be easily distinguished from one another.

5

Take home message- The conclusion should summarize the content with brevity and clarity.

Poster Orientation and Dimensions

As your poster PDF will be entirely online, we will accept any aspect ratio. However, landscape orientation is preferred as your poster will be viewed on a screen.



There are no specific size requirements, but the minimum smallest dimension should be 600mm (24 inches) to give best resolution for PDF. For example, paper size A0 is 1189 x 841mm (size E by American National Standards Institute).

Poster Creation

We're using Microsoft PowerPoint for Office 365 as an example to create a poster here but alternatives are available including Canva, InDesign etc.

To create a new poster in Powerpoint:

1. **File > New > Blank Presentation > Design > Slide Size > Custom Slide Size**
2. Input 118.9 cm x 84.1 cm (AO. E size) (44-inches x 34- inches)
3. Optional, select and download a free template to use from the resources listed below
4. Insert your poster content
5. Save your finished PowerPoint as a **PDF**. Use 'Save as' and Select PDF. Ideally please put your surname first when saving your PDF e.g. 'COLE_ALSMNDSympPoster2020'. Your PDF should be no more than 5 MB in size. You may need to compress it using a free online compressor: <https://pdfcompressor.com>

Online Poster Resources

For more poster design hints and tips:

- [7 Top Tips for Creating a Research Poster | Proofed's Writing Tips](#)
- [Tips for an effective research poster design](#)

Poster templates:

- [Powerpoint poster templates for research poster presentations](#)
- [Templates — ePosterBoards](#)
- [Free PowerPoint Research Poster Templates | Genigraphics](#)

Poster 'Explainer' Video Guidelines

You can be as creative as you want with your video explaining your poster, using any style.

You will need to upload your video to YouTube/Vimeo then copy the URL of the uploaded video and upload it to your poster submission portal (using your unique link sent to you when the poster submission portal opens). For further details on how to do this please see the Poster PDF and Video Upload Instructions later in this document.

When supplying a video, please ensure:

- The video is no more than **3 minutes long**
- You record it in HD quality or higher
- It is filmed in landscape if recorded on a phone
- It is a video that you have made or have directly been involved in
- You have permission from anyone appearing in the video or contributing to your ePoster and that they are happy for it to be shared
- The video relates only to the content of your ePoster.

Video resources:



Microsoft PowerPoint

PowerPoint is a great tool to create presentation slides and easily record video narration. See below how to create your video in 5 steps using PowerPoint. For more information: [PowerPoint for Windows training](#)



Canva

Canva is a free online tool that allows you to easily design and record engaging presentations. To watch a tutorial on how to create a 'Talking Presentation' on Canva visit: [Create a Talking Presentation – Design School](#).

There are also several video conferencing tools available to easily record a presentation. You can use any meeting software, as long as you get a MP4 high quality recording that can be uploaded to YouTube/Vimeo.

Here are some links to instructions on recording a meeting on common platforms:

- WebEx: [Video Conferencing - Record a Cisco Webex Meeting](#)
- Google Meet: [Record a video meeting - Meet Help](#)
- Zoom: [Local Recording – Zoom Help Center](#)
- Microsoft Teams: [Record a meeting in Teams - Office Support](#)

Create your 3-minute video in 5-steps:

Follow the steps below to create your 'explainer' video. In this example, we're using Microsoft PowerPoint for Office 365, but you are free to create a video as you want. Instructions on how to submit your poster material to the Virtual Symposium's ePoster hall are on the next page.

You can find an [example video](#) created by Dr Nick Cole, Head of Research at MND Association.

1 Create your presentation

- Recommendation: 5 - 8 slides.
- Use images, tables, graphs etc - keep it visual.
- Avoid content in the bottom right as this is where your recording will appear.

2 Create your video voiceover

- For steps on how to record your PowerPoint slides: [Record a presentation](#)
- Use a good headset with a microphone to avoid echoes.
- Don't speak while advancing the slide. PowerPoint doesn't record audio or video during transitions between slides.

3 Converting to MPG-4 in PowerPoint

- In the Save as type drop-down menu, select the MPEG-4 Video (*.mp4) format.
- More details can be found here: [Convert it to MP4 with MS PowerPoint](#).

4 Upload to YouTube/Vimeo

- Once your video is created please upload to either YouTube or Vimeo.
- For more information: [Upload YouTube videos](#) or [Uploading to Vimeo](#).

5 Check your Settings

- It is important to check your privacy/visibility settings to ensure your video can be embedded on our platform. **Do not set your video as PRIVATE.**
- **YouTube:** Set as Unlisted or Public, embed Everywhere.
- **Vimeo:** Public (Hide from Vimeo/Unlisted for paid accounts), embed Anywhere.
- If you would like your video to be hidden from streaming sites, we recommend YouTube (Unlisted).
- Please ensure your URL does contain the word 'manage'.
- For more information visit: [YouTube privacy settings](#) or [Vimeo Video privacy](#).

Poster PDF and Video Upload Instructions

Upload your PDF file and Video URL into your Symposium poster submission portal (using your unique link sent to you when the poster submission portal opens).

Home Contact Information **Poster Upload** Sign out

Poster Upload

Congratulations! Your abstract has been accepted for an ePoster presentation. We are looking forward to viewing your work in our ePoster Hall and Live Poster Sessions.

You must now upload your poster PDF and video URL below before the deadline **13 October 2022 (23:59 UK time)**. If these documents are not received by this deadline, you will be considered as a no-show and will be removed from the ePoster Hall and live poster sessions.

- To upload your PDF and video URL, click **'Edit'** next to the accepted abstract listed in the table below. For more guidance and 'hints and tips', please read the following: [Poster Submission Guidelines](#).
- To view your submitted abstract, click on the **'View'** button. Please note, submitted abstracts cannot be edited. The title of your abstract now includes your poster reference.

For any more information, please read the [Poster Submission Guidelines](#) or visit our Symposium website: [For ePoster Presenters](#). If you have any other queries, please contact us at abstracts@mndassociation.org with your poster reference.

Title	Status	Document	
TEST	Accepted as ePoster	<input checked="" type="checkbox"/> Abstract Upload <input checked="" type="checkbox"/> Video URL <input checked="" type="checkbox"/> Poster PDF	View Edit Edit

- In the 'Poster Upload' tab of the menu bar, you will see there is a 'Document' column in the summary table. You should see your accepted abstract(s) with 'Video URL' and 'Poster PDF' documents listed.
- Click 'Edit' next to each document and read the text before clicking 'update'.
- Please upload your poster PDF in the specified boxes (should be no more than 5 MB).
- Please copy your video's URL from your YouTube/Vimeo upload (**not the embed code**) and paste it into the video upload box, then click 'update'. **Please ensure your uploaded video is not set as Private and is able to be embedded.** For more information on this, please refer to [page 6](#) (step 5).
- Once you have uploaded, you should see green ticks appear in the checkboxes beside the documents listed.
- Please note, you will not receive email confirmation once you have uploaded your documents.

Title	Status	Document	
TEST	Accepted as ePoster	<input checked="" type="checkbox"/> Abstract Upload <input checked="" type="checkbox"/> Video URL <input checked="" type="checkbox"/> Poster PDF	View Edit Edit

If you have any questions, please email abstracts@mndassociation.org.