mnda motor neurone disease association

35th international symposium on ALS/MND

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6 - 8 December 2024

Montreal

Canada (plus selected virtual content)

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

Co-hosts: ALS Society of Canada and ALS Society of Quebec

ALS SLA CANADA

SLA QUÉBEC ALS

Poster Submission Instructions

Poster Submission Guidelines

Posters will be able to be viewed both at the in-person poster hall in Montreal and in the virtual poster hall. On the virtual platform your poster will be available as a PDF for the duration of the event and up to 3 months after the event for registered delegates to view. There will be no dedicated virtual poster session, but virtual delegates will be able to leave questions and comments for author(s) to come back to during or after the event.

By the end of this document, you will be able to create a poster PDF (max 5 MB). You will upload your PDF 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 by **18 NOVEMBER 2024** 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 virtual poster hall.

By submitting your poster PDF, you confirm that you are giving permission for the MND Association to share your materials at the 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.

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

This document contains information on:

- Poster PDF Guidelines
- Poster PDF 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 noster 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 will be available and viewed both in-person and in the virtual poster hall we recommend that the poster is in a **portrait orientation**.

In the poster hall, poster boards will be provided. The poster board surface area is 160 cm (height) x 120 cm (width). **We recommend paper size A0 for all posters** (1189 x 841mm; size E by American National Standards Institute). Poster PDF's should be no larger than 5 MB.

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_ALSMNDSympPoster2024'. 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:

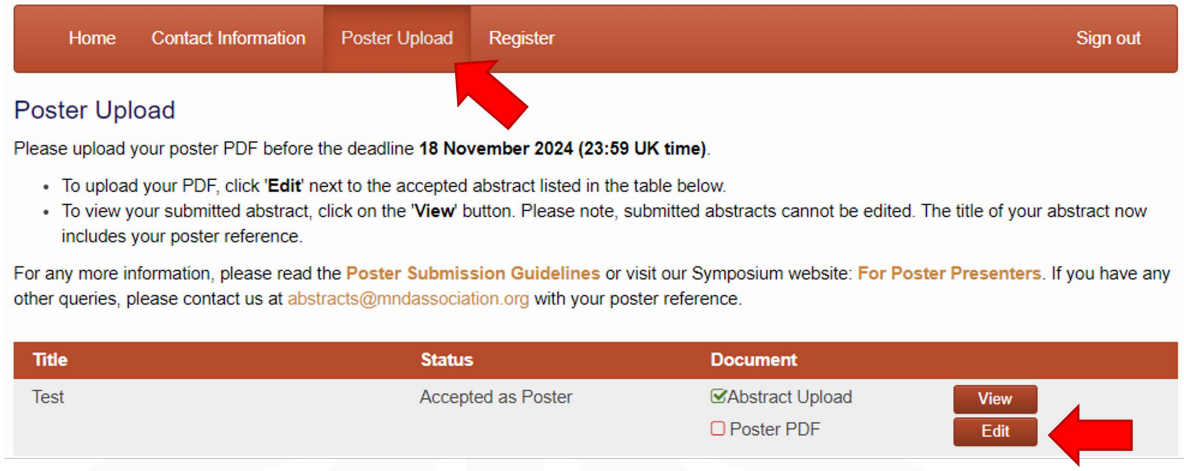
- 7 Top Tips for Creating a Research Poster | Proofed's Writing Tips
- Tips for an effective research poster design

Poster templates:

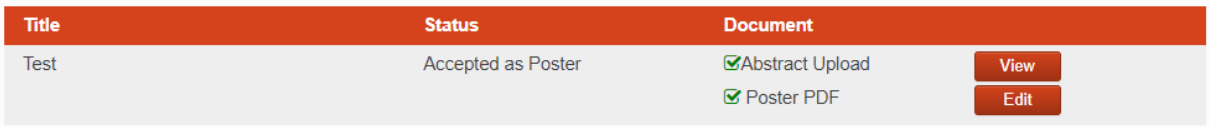
- Powerpoint poster templates for research poster presentations
- Templates — ePosterBoards
- Free PowerPoint Research Poster Templates | Genigraphics

Poster PDF Instructions

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



- 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) 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). Once you have uploaded, you should see green ticks appear in the check boxes beside the documents listed.
- Please note, you will not receive email confirmation once you have uploaded your documents.



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