



Poster submission guidelines

**9-11 December 2026
Amsterdam, the Netherlands**



Hosted by

Poster submission guidelines

Posters can be viewed at the poster hall in Amsterdam and in the virtual poster hall. Posters on the virtual platform will be available to registered delegates during the event and for 3 months after. There won't be a dedicated virtual poster session, but virtual delegates can submit any questions and comments for authors via the platform.

Please use this document to create a poster PDF (max 5 MB) which should be uploaded to your Symposium poster submission portal using the unique link in your poster submission email (sent when the poster submission portal opens).

As stated in the conditions of acceptance, presenting authors should upload their poster PDF by **16 November 2026** at the latest. Files that are not received by the deadline will be considered no-shows and their abstract will be removed from the virtual poster hall.

Submitting your poster PDF confirms you give permission for the MND Association to display it at the Symposium, include it in post-event communications for up to three months after and share it across its digital channels. To opt out please contact abstracts@mndassociation.org

For any issues 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

There is no need to include a copy of the abstract. Your accepted abstract will appear in the poster upload tab in your portal.

- **Title** – This should be a clear and simple explanation of your work to attract an audience.
- **Clear layout** - Different sections should be clearly set out and, where appropriate, please include Title, Authors and Affiliations, Introduction, Methods and Materials, Results, Discussion, Conclusion and References.
- **Minimise text to give clear focus to images** – Remember, this is a visual explanation of your work so use images, tables and graphs.
- **Less is often more** – Don't overcrowd the poster and be sure to include enough empty space throughout the poster to ensure elements are easily distinguishable.
- **Take home message** - The conclusion should summarise the content with brevity and clarity.

Poster orientation and dimensions

Due to poster board dimensions, we recommend the poster is set to **portrait orientation**. All poster boards will be provided.



We recommend using the **EU paper size A0** (by international standard ISO) for all posters. Maximum dimensions are:

In inches: 46.8 inches (height) x 33.1 inches (width)

In cm: 118.9 cm (height) x 84.1 cm width

In mm: 1189mm (height) x 841 mm (width)

Please note these are different to the US ANCI-E poster size.

Poster creation

In this example, we use Microsoft PowerPoint for Office 365, but alternatives are available including Canva and InDesign.

To create a new poster in PowerPoint:

1. File > New > Blank Presentation > Design > Slide Size > Custom Slide Size
2. Input 111.76 cm x 86.36 cm (ANSI- 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'. Please give your surname first when saving your PDF, for example 'COLE_ALSMNDSympPoster2025'. Your **PDF should be no more than 5 MB in size**. You may need to compress it using a free online compressor, for example <https://pdfcompressor.com>

Online poster resources

For more poster design hints and tips:

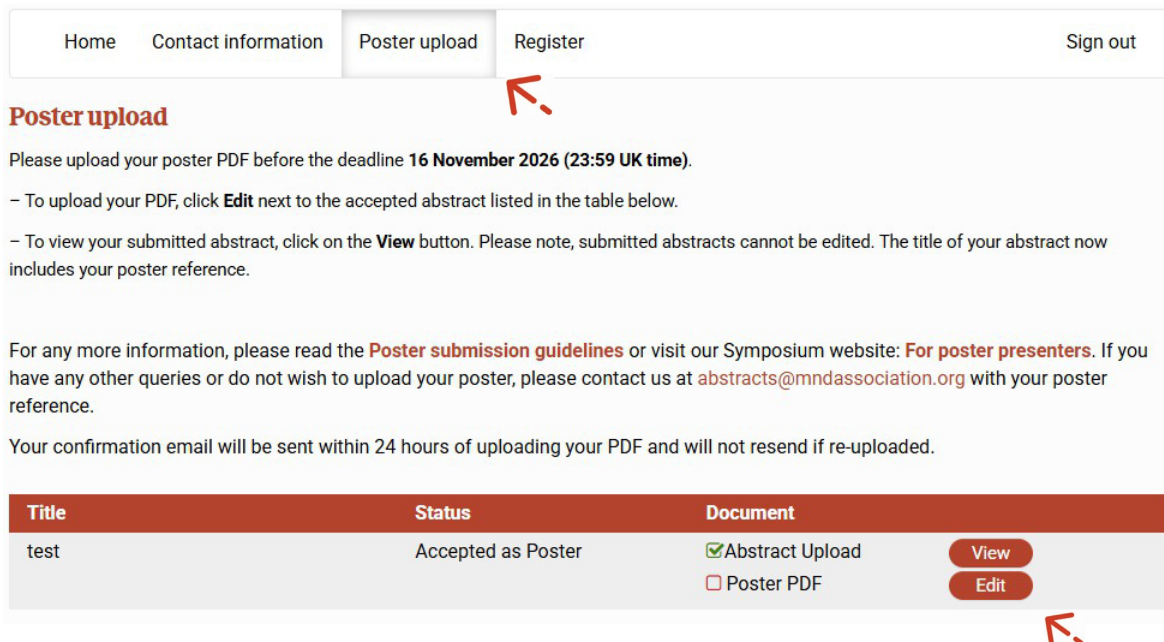
- [7 Top Tips for Creating a Research Poster](#)
- [Tips for an effective research poster design](#)

Poster templates:

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

Poster PDF instructions

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



The screenshot shows the 'Poster upload' tab selected in the top navigation bar. Below the navigation bar, the 'Poster upload' section is titled. It contains instructions on how to upload a PDF and view submitted abstracts. A table lists the documents for a user named 'test'. The table has three columns: 'Title', 'Status', and 'Document'. The 'Document' column shows 'Abstract Upload' and 'Poster PDF' with checkboxes. The 'Poster PDF' checkbox is unchecked, and there is an 'Edit' button next to it. A red arrow points to the 'Edit' button.

Poster upload

Please upload your poster PDF before the deadline **16 November 2026 (23:59 UK time)**.

- To upload your PDF, click **Edit** next to the accepted abstract listed in the table below.
- 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 poster presenters**. If you have any other queries or do not wish to upload your poster, please contact us at abstracts@mndassociation.org with your poster reference.

Your confirmation email will be sent within 24 hours of uploading your PDF and will not resend if re-uploaded.

Title	Status	Document
test	Accepted as Poster	☒ Abstract Upload ☐ Poster PDF View 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) and 'Poster PDF' documents listed. Click 'Edit' next to each document.
- Please upload your poster PDF in the specified boxes (should be no more than 5 MB).
- Once uploaded, 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.

Title	Status	Document
Test	Accepted as Poster	☒ Abstract Upload ☒ Poster PDF View Edit

Please email any questions to abstracts@mndassociation.org