



# ELECTRONIC POSTER PRESENTATION SUBMISSION GUIDELINES

**FACE AHEAD Summit 2020**  
March 26-28, 2020 in Barcelona

**SUBMISSION DEADLINE MARCH 1, 2020**

## Instructions for Preparing E-Posters

We are delighted to welcome you to Barcelona soon for FACE AHEAD. Please see below instructions for the preparation of your E-Poster presentation. We are here to help so please get in touch if you have questions [faceahead@aocmf.org](mailto:faceahead@aocmf.org). Please note all E-Posters are subject to review by the FACE AHEAD Scientific Committee. The Committee reserves the rights not to display E-Posters with inappropriate content.

## Designing Your E-Poster

### General Setup

We recommend that you use the power point template provided and follow all instructions. If you use your own template, you must follow these instructions:

- All E-Posters must be produced in English language.
- The E-Posters will be displayed electronically as "E-Posters" in a specific area close to the exhibition hall.
- Display monitors will be 60 inches and set in **LANDSCAPE** (horizontal) style orientation.
- All information (i.e. text, data, photos, and static figures) must be designed to appear within **ONE page only**.
- A standard file must be created as PDF format, one slide with projection ratio **16:9**. In **LANDSCAPE** orientation.
- The PDF file must not exceed 5MB.

### Essential Information to Include on E-Poster (see example template)

- Title
- Name(s), affiliation(s) and country of author(s)
- Content (Introduction/Objective; Result; Conclusion)
- Declaration of conflict of interest for author(s)
- It is required that all presenters include their mandatory financial disclosure in the E-Poster template

### Items Prohibited on E-Poster

- No advertising may be included in any form (e.g. windows, screen shots, promotional spots).
- DO NOT include an industry logo on your E-poster (i.e. commercial company logo).
- Only generic names for drugs, tools, deans, etc. may be used and must not refer to any trade name.
- NO video or animation to be included into E-Posters.
- All E-Posters must avoid commercialism.

### Images

- Keep the file size of the image(s) with minimum resolution of 72 dpi.
- Avoid low-resolution images that appear jagged or pixelated on your computer monitor.
- Images should be reduced with a graphics program such as Imaging, Photoshop, Photo-Paint, PaintShop Pro or similar before importing them into PowerPoint.
- It is recommended to use .gif and .jpg formats for images. Other file types may be used as long as they are compatible with PowerPoint.



## ELECTRONIC POSTER PRESENTATION SUBMISSION GUIDELINES

### **E-Poster file name**

Please name your file correctly when you submit it. With your abstract submission number first followed by presenter surname. Example: abstract20surname.pdf. If you have a long surname please use the first 10 letters of your surname.

### **Submission**

Please send your final E-Poster pdf slide to [faceahead@aocmf.org](mailto:faceahead@aocmf.org) by **MARCH 1, 2020**, (23:00 CET)  
E-Posters sent after this deadline **will not be accepted**.

### **Publication**

All abstracts accepted to be presented at FACE AHEAD Summit will be published online in a supplement to the *Craniomaxillofacial Trauma & Reconstruction*.

### **Release Form**

Please complete the release form and return it signed and dated with your E-Poster until March 1, 2020. Please name your release form and include your abstract number and surname, e.g. release20surname.pdf

### **Your Contacts:**

For questions regarding your abstract, please contact: [faceahead@aocmf.org](mailto:faceahead@aocmf.org)  
If you have a very urgent question and need to speak to someone please contact [sarah.groves@aocmf.org](mailto:sarah.groves@aocmf.org)