

## \*E-Poster Steps

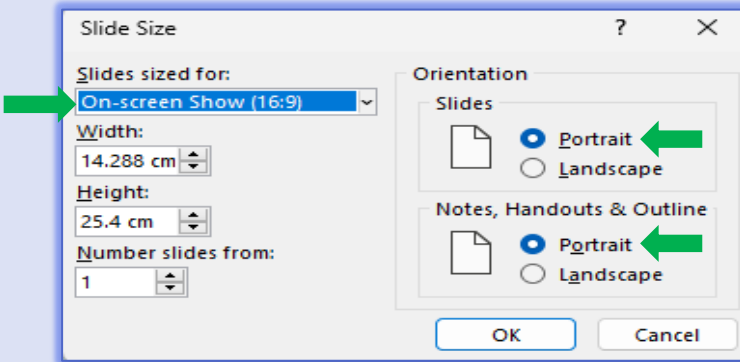
Step 1: Open new Power point.

Step 2: Go to the Menu Bar (located on top).

Step 3: Under the option “Design”, choose the Slide Size (located on right).

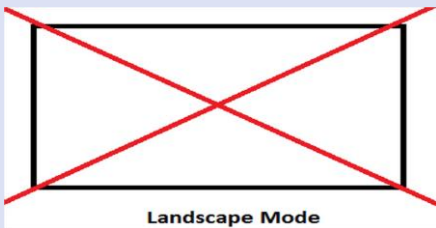
Step 4: Drop-down menu appears; Choose “Custom Slide Size” from the option.

Step 5: Choose the following settings:

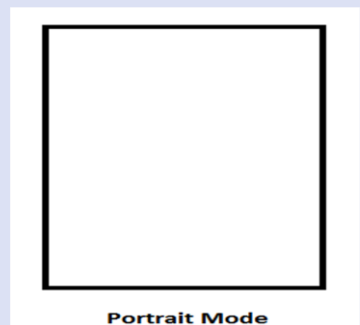


Step 6: Click on “OK” button. After that click on “MAXIMIZE” Button.

These presentations would be made through the large electronic boards (LED screens) (42 inches diagonal) put up in the poster area. LEDs will be displayed in a Portrait Mode. Choose the font size such that the text is clearly readable and legible.”



**INCORRECT**



**CORRECT**

## ePoster Guidelines :

1. You will make PowerPoint presentation with a vertical display setting of Height: 40 inches & width 30 inches (or Height: 95 cm X width 60 cm).
2. Use clean legible fonts. (E.g. Times New Roman, Arial, Calibri, Verdana).
3. Use a plain light background without complex patterns or dark colours.
4. Pictures and graphics should be clearly labelled and described.
5. Presentations should not contain any video clips/ animated files.

6. You will have to send your presentation by the 15<sup>th</sup> April 2026 by return mail to avoid last-minute problems.
  7. These ePoster presentations will be preloaded in the designated area. No additional audiovisual aid shall be permitted
  8. The moderators for the E-posters and the audience may ask a few questions to discuss the work. You are advised to follow the following guidelines when preparing the slides.
  9. Each E-poster presentation will consist of ONE slide only and should follow the following points:
  10. The maximum file size should not exceed **10 MB and should be uploaded as PDF.**
- a) Title, presenting author name, co-authors names and affiliation (department, institute name, city) should feature on the top
  - b) For the original article, the structure should include: Introduction, Aims & Objectives, Materials & Methods, Results and Conclusions.
  - c) For case reports/ case series: Background, report of the case, conclusion
  - c) **Portrait mode** only allowed. Please refer to the Poster ‘template’ attached with this e-mail.

**No editing will be allowed after submission.**

11. All the information provided is the full responsibility of the presenting author.
12. Your e-poster presentation slot has been communicated to you via email. You are requested to be present at the designated venue and time.
13. Decision of the judges regarding the poster prizes will be final.

For any assistance, please connect at below mentioned coordinates:

**Ashna Jain +918742923623**

**Manavi Gupta +919389769001**

**Please upload your e poster in the google form link sent via email, latest by 15<sup>th</sup> April 2026.**

All the best!

Thanks and regards.

# Title

Author(s)

Affiliation

Institute logo

## INTRODUCTION

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## RESULTS

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## AIMS & OBJECTIVES

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## MATERIALS & METHODS

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## CONCLUSION

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