

IAS 2021

E-poster guidelines

All electronic posters will be uploaded before the conference and made available to conference delegates through the virtual e-poster platform. Delegates will be able to browse through all e-posters, which will be grouped by abstract categories.

In addition to creating an e-poster, presenters may also prepare some slides and record an audio narration to accompany the e-poster. This **narration must not be longer than 3 minutes**.

PREPARATION BEFORE THE CONFERENCE

1. Create your electronic poster (e-poster) as you would normally do in PowerPoint and then save it as a .pdf file.
2. Create your presentation as you would normally do in PowerPoint and add an audio narration (**maximum 3 minutes long**) presenting your work (instructions on how to create an audio recording and add it to your presentation in PowerPoint are found further down in this document).
3. At the beginning of June, you will receive an email with a link and details of how to upload your materials. The deadline to upload is **Monday, 28 June 2021**.

GENERAL INFORMATION

Language

As the official **IAS 2021** language is English, all materials must be in English. If English is not your native language, we recommend that you have your materials proofread by a native speaker. We strongly encourage you to follow the [UNAIDS terminology guidelines](#).

Advertising

Advertising of products is prohibited. Please ensure that your presentation provides objective information based on scientific methods generally accepted in the medical community and is free of commercial bias.

Patient anonymity

Kindly make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. Patient anonymity must always be guaranteed.



Diversity

Presenters at **IAS 2021** must be sensitive to diversity and ensure that their presentations are free from any content (whether oral or visual) that may be perceived as discriminatory or derogatory. **IAS 2021** reserves the right to exclude non-compliant speakers from presenting at future meetings.

Presentation code of conduct

IAS 2021 encourages debate and dialogue as key elements of participation among all conference participants, including delegates, sponsors, donors, speakers and presenters, exhibitors and the media. We value the participation of each member of the community and endeavour to deliver an agreeable and fulfilling experience. Participants are expected to conduct themselves with integrity, courtesy and respect for others and maintain the highest level of professionalism.

IAS 2021 is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, religion or HIV status. We do not tolerate harassment of conference participants in any form. All communication should be appropriate for a professional audience that includes people of diverse backgrounds and cultures.

Copyright reserved material

It is the author's responsibility to ensure that each part of the presentation components (such as figures, tables and images) are free of any third-party rights and are cited correctly.

Duration and number of slides

When preparing your presentation, please take note of the time allocated to your presentation. In general, when trying to assess how many slides you will require for a time slot, 2-2.5 slides per minute is a reliable rule of thumb. A higher number of slides will invariably result in your lecture exceeding the allotted time.

CONFLICT OF INTEREST DISCLOSURE IN PRESENTATIONS

As best practice, the conference organizers ask faculty members (session speakers, chairs, moderators and/or facilitators) to disclose any conflicts of interest that they may have. The intent of this policy is not to prohibit faculty members from presenting or participating in sessions, but rather to inform the audience of any bias that they may have. The conference organizers thus ask that all speakers/presenters with a conflict of interest include disclosure slides at the beginning of their presentation.

The purpose is to identify and resolve potential conflicts of interest that arise from relationships with commercial interests relevant to the content you are planning, developing or presenting for this activity.

Please note that the disclosure slide(s) must be included even if you do not have a conflict of interest. The slide will thus state that you have no conflict of interest.

For the purpose of this policy, the following principles apply:

- A commercial interest is any entity that produces, markets, re-sells or distributes healthcare goods or services consumed by, or used on, patients.
- Any financial relationship within the past 12 months, as well as known financial relationships of your spouse or partner, must be disclosed.
- Types of relationships that must be disclosed include full-time or part-time employee, independent contractor, consultant, research or other grant recipient, paid speaker or teacher, planning or advisory committee or review panels, ownership interest (such as product royalty/licencing fee, owning stocks, shares) or any other financial relationship.

E-POSTER DESIGN & TECHNICAL REQUIREMENTS (MANDATORY)

Format

E-poster files will be accepted in Portable Document Format (.pdf) only.

Template

Please find an [e-poster template](#) here.

E-poster layout

Your e-poster should be laid out in portrait style.

File name

To avoid any compatibility problems, please do not use special characters, such as «, Ö, Ø, ñ, ε, ®, ý, } and {, to name your file. Do not use passwords or encryption with your files.

File size

The size of any given e-poster **should not exceed 500MB**.

Font

Do not use special fonts that are not part of the standard PowerPoint package. The minimum recommended font size for easy viewing is **20 points**.

Preparing your e-poster

Your e-poster should quickly orient the audience to the subject and purpose of your study. Here are some suggestions that may be helpful for the preparation of your poster:

- Your poster should have a clear message and a logical layout and be easy to comprehend in a couple of minutes.

- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster.
- Design the individual sections of your poster so that they can be quickly read; avoid large blocks of text and long sentences.
- Try to keep your word count as low as possible.
- Supporting images (such as graphs, tables, illustrations, photographs) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand and are not overloaded with information.
- Make sure that there is enough contrast between the colour of the text and the poster's background.
- There are many resources available with information and tips on how to make a good poster. Find an example of how to create a poster [here](#).

PRESENTATION & TECHNICAL REQUIREMENTS (OPTIONAL)

Format

Presentation files will be accepted in **.mp4, 720 dpi**.

Template

Please use this [template](#).

Ratio

The aspect ratio of your presentation must be **16:9**.

File name

To avoid any compatibility problems, please do not use special characters, such as «, Ö, Ø, ñ, ε, ®, ý, } and {, to name your file. Do not use passwords or encryption with your files.

File size

The size of any given presentation **should not exceed 500MB**.

Font

Do not use special fonts that are not part of the standard PowerPoint package. The minimum recommended font size for easy viewing is **20 points**.

Text

Your guiding principle should be "as much as necessary, as little as possible". The text should be concise and to the point, and key facts should be highlighted. No more than five text lines should be used per page.

Colours

Colours should be used sparingly. Choose colour combinations that make your text easy to read (if you use a dark background, use light fonts and avoid red and green).



Layout

Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and easiest to view on screen.

Images

Images can be powerful if they are relevant and illustrate or complement your content. Only use high-quality, royalty-free (or cited) images.

Record your presentation

Record your presentation (maximum 3 minutes long) in mp4 format | 720 dpi. Please find the [guidelines on how to self-record here](#).

For technical questions, please contact ias2021@key4events.com. For questions on your abstract, please contact abstracts@ias2021.org.

INTERACTION WITH DELEGATES

Your e-poster will be available for on-demand viewing from Saturday, 17 July 2021, at 12:00 CEST. There will be no live Q&A with conference delegates. However, delegates will be able to send you questions through the conference platform. You will receive an email that will include the question from the delegate. You will be able to answer the delegate directly or have the option to post your answer on the conference platform if you feel that it is relevant for other conference delegates. [More information can be found here](#).