



## 2022 GUIDELINES FOR: Preparing & Uploading PDF of Poster: **(ALL POSTERS)**

**The deadline to submit is Monday, September 19**

We will not accept submissions or changes after this date.

If you need assistance or have questions about submitting the PDF of your Poster, please contact [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com) and reference **Child Neurology Society**.

### All posters must do the following:

1. **Register:** All posters must register: <https://www.badgeguys.com/reg/2022/cns/register.aspx>  
*All CNS members presenting must a) be current in membership dues, and b) register for the meeting. CNS members with an outstanding dues balance will not be offered discounted membership rates when registering on-line*
2. **Upload PDF of poster:** See instructions, below, for creating the PDF of your poster and uploading instructions. Please be sure to read the guidelines before submitting the PDF of your Poster.

### Guidelines for Creating the PDF of your Poster (e-Poster)

- **The accepted format for e-Posters are .PDF format.**
- **The PDF of your poster must be one slide.**
- Sections to be included in your abstract: (E.g. 1- Title and Authors, 2- Introduction, 3- Methods, Results, Conclusions, etc.)
- Ideal poster size is: **Landscape format** (16:9 ratio). You may use PowerPoint or any program that can be converted to PDF.
  - Slide size: 10 in x 5.625 in (25.4 cm x 14.288 cm)
- **The e-poster may not include dynamic content ex. (video, animations, transition)**
- **HIPAA Guidelines:** All authors are responsible for complying with all HIPAA Guidelines

Save PDF as: Poster#\_Primary Author First Name\_Last Name

*Example: Poster#1\_Emily\_McConnell*

### Recommendations for designing the PDF of your poster:

- It is strongly recommended to use a clear typeface (Arial, Arial black, Calibri...) and regular text size not less than 28 for the body of the different sections
- **The PDF of your poster must be one slide.**
- For images/pictures or graphs, the suggested resolution is 300 dpi. To check that they appear correctly on the final/printed version, zoom in at 100% and check the images, pictures and graphs. It is better to use high quality images/graphs when creating the poster and then convert it to PDF (as PDF files can be compressed).
- Provide clear labels or headings for each section of your presentation to avoid confusion.
- On light backgrounds (white, yellow, light blue) use dark fonts (black, navy blue, dark green).
- On dark backgrounds (blue, purple) use light fonts (white, yellow, cyan etc).

**Try to avoid:**

- Having a total file size that exceeds 10 MB (although our system will still accept it).
- The use of red or green in fonts or backgrounds as they are colors that are difficult to read.
- Stretching the images manually, they will lose quality once zoomed in.
- Full width sections. They are very difficult to read when divided as a section, even zoomed in.

**Submitting/Uploading the PDF of your Poster: Deadline Monday, September 19**

Link: <https://childneuro2022.sessionupload.com/>

Username: Primary author email address

Password: cns2022

If you do not know your login name, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble please contact Freeman [HERE](#).

- Step 1: Locate the desired presentation you wish to upload to.
- Step 2: Click the "Upload Files" button.
- Step 3: Browse out to your upload file, select the file(s) to upload, and click on "Open".
- Step 4: If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

**Poster files**

The speaker uploads the poster into Orchestrate designating the primary poster file as a startup file.

- Uploaded file names cannot contain special characters
- The primary poster file must be a PDF.
- The Startup designation is located to the right of the file name and indicated by a 1 button.

**Upload Confirmation**

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact the support desk at [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com) to ensure that your file was successfully uploaded. When contacting the support desk, please reference Child Neurology Society Virtual and the presenter's full name.

**Thank You!**

By following the guidelines above, we are confident that Freeman Orchestrate will ease the process of delivering your presentation. Should you have any questions not addressed in these guidelines, please feel free to email [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com).

*By taking the steps above, your poster will be included in the virtual platform and once registered you may log in to view your poster.*