

# WFOT Congress

## 28 – 31 August, 2022

Paris Convention Centre  
(Paris Expo Porte de Versailles)  
1 Place de la Porte de Versailles  
75015 Paris

# e-POSTER PRESENTER HANDBOOK

(including printed poster instructions)

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PARIS 2022

18<sup>TH</sup> WFOT CONGRESS  
OCCUPATIONAL R-EVOLUTION  
28 – 31 AUGUST 2022

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Prepared by the WFOT 2022 Congress Office

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## Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming WFOT Congress at the Paris Convention Centre (Paris Expo Porte De Versailles) from 28 – 31 August 2022.

This document has been prepared to assist you with planning a successful presentation for the Congress.

Should you have any questions about the requirements outlined in this document please do not hesitate to contact the WFOT Congress Office at [WFOTCongress@thinkbusinessevents.com.au](mailto:WFOTCongress@thinkbusinessevents.com.au)

## ePoster Information

The information below provides guidelines, recommendations and tips on how to design and structure your e-Poster.

e-Posters will be displayed on screens in a dedicated area at the Congress venue as well as on the Congress App/Virtual Platform.

### ePoster format

e-Posters are limited to 3 PowerPoint slides/pages in portrait format.

Please read the following technical requirements:

	Digital ePoster
File format	PDF (.pdf)
Orientation	Portrait Format, 3 pages
Dimensions in Pixel	1080 width x 1536 height
Dimensions in cm	38.1 width x 54.2 height
Recommended font size	Minimum 16 points
Sound	No sound supported

### Design Tips

- All posters should be a visual presentation of your submitted abstract.
- Posters should be well thought out and visually appealing, with a balance of text, graphics and neutral space.
- Make your e-Poster clear and clean; avoid unnecessary clutter and special effects that do not add value.

## Poster size and orientation

- All e-Posters should be set in portrait style orientation (and all information (i.e. text, data, photos, and figures) must be designed to appear within 3 windows/slides.
- If you design your e-Poster in PowerPoint (PPT), ALL information must appear within THREE (3) slides. Use Page Setup/Design and choose Slide Size: "Custom (Width 38.1, Height 54.2)" with a Portrait (vertical) orientation.
- Save your PPT into PDF format.

## Title

- Title of the e-Poster (should be brief and match with the submitted abstract)
- Names and affiliations of all authors (each author to be marked with superscript Arabic number (such as 1, 2) with their corresponding institute affiliation and their addresses.

## Fonts

- Avoid using a mixture of type/font styles.
- Recommended font size 16 - 28pt or larger in a sans serif font such as Arial.
- Fonts should be standard, as special fonts may not render.
- e-Posters should be written in either English or French language.

## Layout

- Make sure that any photographs or figures being used in the e-Poster are sized so that they are clearly visible, with a minimum 300-dpi resolution. The number of photographs should be limited to those essential and relevant for the e-Poster. Do not submit any photographs or pictures that are not relevant to the text, such as cartoon characters, etc.
- If you are inserting figures or graphs, a short heading and legend are essential. Graphs and tables should be well organised and the font used should be easy to read.
- Use single spacing.
- Have enough blank space – too much text without breaks is overwhelming.
- Use margins around the edge of the slides and ensure enough space between columns.
- Use symbols and colour however keep to only 2-3 colours.

## Uploading your e-Poster

You will need to upload your e-Poster in PDF format using the X-CD Portal.

Please see below for instructions.

## Upload PDF file to Abstract Submission System (X-CD)

Save your e-Poster as a PDF file.

Please note the system will automatically re-name your file based on your submission ID#.

Login to the Abstract Submission System (X-CD)

<https://www.xcdsystem.com/wfot/member>

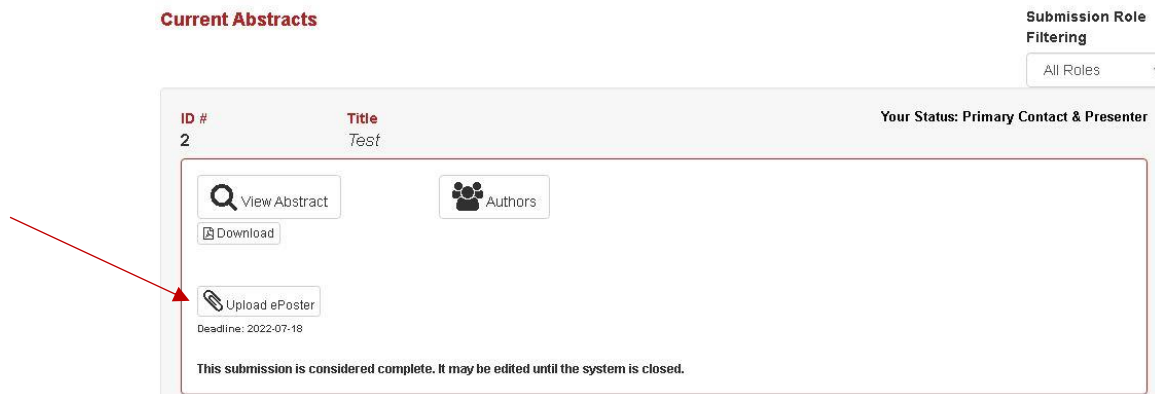
Enter your email address and password under the “Returning User” heading.


If you have forgotten your password, click the “Reset Password” text located below the login button.

Once logged in, select



Select the button labelled **Upload e-Poster**



Then select the  button, where you will be directed to select your file.

Once uploaded, your file will display under the **Existing Media Files** area.

*Please note other areas of the X-CD system are locked for editing.*

**e-Posters must be received by Monday 18<sup>th</sup> July 2022.** This is to enable your presentation to be checked for technical aspects prior to the Congress.

## Traditional Hard Copy to display

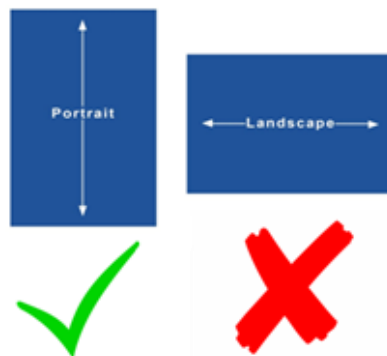
You have the option to provide a printed poster (in addition to your e-Poster) to display on one day at the Congress – there are a limited number of spots available.

If you wish to take up this option, you must advise the WFOT Congress Office by 23 June via email at [WFOTCongress@thinkbusinessevents.com.au](mailto:WFOTCongress@thinkbusinessevents.com.au) You will also need to indicate your preferred day (Sunday, Monday, Tuesday or Wednesday) to secure a poster board for that day. Requests will not be accepted after this date.

## Printed Poster Dimensions

- The poster must be no larger than AO size (AO size is 841mm x 1189mm)

Orientation of your poster must be in **portrait style as shown below.**



### **Set up of poster at Congress**

The poster will be on display for ONE DAY at Congress in a dedicated area. Please bring your poster with you on the day of your registration. Ensure your poster is displayed prior to the first break of the Congress day. Please refer to the Programme on the website to view refreshment break times.

It is your responsibility to attach your poster to the poster board. Please bring Velcro to attach your poster to the display board. Drawing pins should not be used.

### **Removal of poster**

Posters must be removed at the end of the day (by close of sessions). The organisers take no responsibility for any posters that remain up after this time.

## **Registration**

All presenting authors must be registered by June 23 2022 in order to remain in the programme. There are no discounts for presenters, simply select the registration type that best suits your current status.

<https://wfotcongress2022.org/registration>

The WFOT Congress Registration Desk will be located at the Paris Convention Centre (Paris Expo Porte de Versailles).

## **Further Information**

If you require further information, please visit the Congress website or contact the Congress Office.

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W <https://wfotcongress2022.org/>