

THE 29TH INTERNATIONAL SYMPOSIUM ON EPIDEMIOLOGY IN OCCUPATIONAL HEALTH
Incorporating The 71st Annual Conference of IAOH-Mumbai Branch



EPICOH 2023

MUMBAI - INDIA

Hosted by

Indian Association of Occupational Health- Mumbai Branch &
Tata Memorial Centre



14 - 17 March, 2023

Theme: Occupational Health Epidemiology: Need for Concerted Action

Instructions for E-Poster Presentation (for in-person presenters)

ELECTRONIC POSTER

- Short Oral presentation of electronic posters would be possible from the E-poster stations through **vertical display LCD Screens** outside **Hall Centrum A, 1st Floor** on 15th & 16th March 2023 as per the schedule. The updated program is also available on the conference website, [click here](#)
- Presenters are allotted 7 mins each for the presentation to the jury during the allotted time with 3 minutes for live Q&A.
- Do load the presentation in preview area (outside Hall Centrum B, 1st floor) at least 3 hours before the session.
- Please name your file(s) using the following format: LASTNAME-firstname-PresentationID# (i.e., THOMSON-David-PS1.A3)
- Personal laptops or memory devices for presentation at the E-poster station will NOT be permitted. Only material submitted at the **Preview Area (outside Hall Centrum B, 1st floor)** will be allowed for presentation.
- You may use the EPICOH 2023 PowerPoint template (sent as attachment) for your presentation.
- Presenters should be at the E-poster viewing stations 10 minutes before the start of their Oral communications session and remain there until the session has finished.
- E-Posters will be available for viewing on demand onsite (via each of the E-poster stations) and online (via the virtual platform) through the E-Poster gallery on the virtual platform.

PREPARING THE E-POSTER

- Presentation must be prepared in MS PowerPoint format (.pptx - 2010 or later) on the provided EPICOH 2023 .pptx template options and uploaded on the link given latest by **March 10, 2023**:
<https://drive.google.com/drive/folders/1aq2KJg1mI5E5NJsVoeOu5oOvYvdtbjJP?usp=sharing>
- File Format: PPTX or PDF file – 1 page
- Orientation: Please create your document in PowerPoint in **Portrait Layout 9×16** and save it as a PDF file.
- Font types: Arial, Calibri, Verdana Times New Roman or Helvetica & Font size: > 11
- Hyperlinks, animated images, animations, and embedded videos are not permitted. QR Codes may be included.
- Images and tables: at least 200 dpi. Good picture quality is essential.
- When inserting images, photos, tables, etc., use copy-paste. Do not use embedded documents.
- Avoid overlapping objects and layers. Only the final view/status will be visible.
- Please be sure to name your file(s) using the following format: LASTNAME-firstname-PresentationID# (i.e., THOMSON-David-PS1.A3)
- File size: Less than 5 MB
- To foster transparency, we ask that the following be included in a box in the lower part of the slide:
 - Any actual and/or potential conflicts of interest related to this work from the last 3 years or a certification that there is no conflict of interests for any co-authors.
 - Any and all funding sources related to the work. Add your email for potential questions.

To ensure availability of your presentation for the ONLINE participants, we request you to record your session as per the instructions below.

For displaying your E-Poster in the ONLINE platform of the Conference, you will be required to submit two components:

- 1-page PDF poster (**mandatory**)
- 3-minute pre-recorded audio summary of poster (**mandatory**)

Electronic posters on the online platform would be a ONE-PAGE PDF SLIDE available on the conference platform throughout the entire conference, and participants will be encouraged to view and visit the posters. There will be opportunities for participants to engage with the poster presenters informally through the conference platform. You will need to be available via email to answer questions about your poster.

PREPARING THE E-POSTER: 1- page PDF (same guidelines given above)

HELPFUL TIPS:

- Designing a virtual poster is more like designing a slide than a large format printed poster.
- Most people do not look at a research poster for very long. The title and key messages should be large and clear.
- Under the header with the title and authors, add a box summarizing the key findings/take-away messages (3-4 bullet points).
- Limit the use of full sentences / blocks of text and use bullets, numbers, graph, or images when possible.
- Do not include the abstract.
- Try to keep the text easy to read and concise.
- Avoid using small fonts/text/images.
- The content should be visible and understandable while looking at the poster as a whole.

PREPARING YOUR PRE-RECORDED SUMMARY OF POSTER (.MP4)

DURATION: 3 minutes maximum for a pre-recorded verbal summary of your poster. A recording feature is available in PowerPoint (see below)

RECORDING: Presenters are not required to be visible on screen during the recording, you may record your voice (audio) only. The only file type accepted is .MP4

SUBMITTING YOUR MATERIALS

Deadline to submit: March 10, 2023

FILE NAME: Please be sure to name your file(s) using the following format: LASTNAME-firstname-PresentationID# (i.e., THOMSON-David-PS1.A3)

FILE TYPE: Please submit your electronic poster in PDF format only and your audio file in .MP4 format only

UPLOAD: You may upload your poster and audio file by clicking here:
<https://drive.google.com/drive/folders/1aq2KJg1m15E5NJsVoeOu5o0vYvdtbjJP?usp=sharing>

CONFIRMING YOUR PRESENTATION DETAILS

Presenters are asked to review the program to confirm their presentation and that their name appears correctly on the program. For any help or changes required, contact our TECHNICAL SUPPORT: Ms. Renuka Jadhav at renuka.jadhav@mymedisage.com

PRE-RECORDING TUTORIAL

Using PowerPoint to pre-record video or audio into your poster:

<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33?ui=en-us&rs=en-us&ad=us>