

THE 29TH INTERNATIONAL SYMPOSIUM ON EPIDEMIOLOGY IN OCCUPATIONAL HEALTH
Incorporating The 71st Annual Conference of IAHOH-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 ONLINE Electronic Poster Presentations

ELECTRONIC POSTER SUMMARY

As an electronic poster presenter joining in ONLINE mode at the conference, your participation involves two components:

- PDF poster submission ([mandatory](#))
- 3-minute pre-recorded audio summary of poster ([mandatory](#))

Electronic poster presentations are a ONE-PAGE PDF SLIDE. Posters will be available on the conference platform throughout the entire conference, and there will be dedicated times within the program where 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. The program is now available for viewing online, which includes the detailed schedule of presentations. The updated program is available for viewing on the conference website, [click here](#).

PREPARING YOUR ELECTRONIC POSTER (PDF) – [Mandatory](#)

FORMAT: One (1) slide / image of your poster (*this must be submitted in **PDF format***). As your poster will be viewed on a computer / laptop screen by delegates, there are no specific recommended dimensions. The platform offers a zooming feature that enlarges the entire poster to the size of the screen. Landscape format usually fits best.

To foster transparency, we ask that the following be included in a box in the lower part of the slide:

- (1) 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.
- (2) Any and all funding sources related to the work. Add your email for potential questions.

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) – [Mandatory](#)

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 08, 2023

FILE NAME: Please be sure to name your file(s) using the following format: LASTNAME-firstname-PresentationID# (ie. THOMSON-David-oP.4EO1)
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/1aq2KJg1mI5E5NJsVoeOu5oOvYvdtbjJP?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>