<u>Guidelines for Candidates of Poster Presentation Award</u>
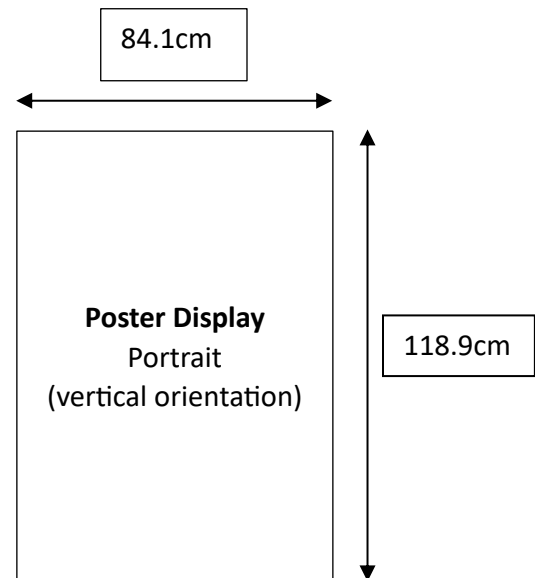
GENERAL INFORMATION

In preparing your poster, please pay particular attention to the following:
1. Clear use of English
2. Provide a clear description of the research aims and objectives, the methods (including sampling, data collection method, and tested intervention as appropriate), and key study findings.
3. Be specific about your results, with effective use of Tables/ Figures to increase the visual effects.
4. Highlight the key implications of your study findings to nursing research/ practice.
5. Spell out any abbreviations for clarity to the reader.
6. Explain any terms that may not be known to readers.

POSTER DISPLAY

1) Format

- All posters should be prepared in <u>ENGLISH</u>.
- Posters should succinctly display the Background, Significance, Objective, Design, Materials and Methods, Results and Conclusion.
- Each poster is limited to a maximum of ONE page.
- Posters must display topic, name of author(s), name of institution(s) and country of origin. Please ensure that the abstract number is displayed on the top right-hand corner of your poster
- Size of the display board is 100cm (W) x 200cm (H).
- Layout: Portrait (Vertical Orientation only) A0 size (84.1 cm (W) x 118.9 cm (H)).
- Printed version of the poster will be displayed. **Presenters are responsible to print their own posters.** Hook Velcro or blue tac will be provided.

84.1cm

Poster Display
Portrait
(vertical orientation)

118.9cm

2) Set up and dismantle arrangement

Poster presenters are requested to put up their posters at the designated time on the allocated boards (**labelled with your abstract number**) at the Poster Display Room at Lee Shau Kee Lecture Centre.

Poster presenters are also requested to dismantle their posters at the below designated time. If presenters fail to dismantle their posters according to the schedule, the organizer <u>WILL NOT</u> keep the posters and the posters will be disposed.

Set-up:	08:45 – 09:30, 6 March 2024 (Wed)	Poster Display Room, Lee Shau Kee Lecture Centre, LG/F, Centennial Campus The University of Hong Kong
Dismantle:	16:30 – 17:30, 7 March 2024 (Thu)	

3) Poster Presentation
Poster presenters are required to present to the adjudicator panel at the Award Candidate Poster Presentation session at **09:00 – 10:30 on 7 March 2024 (Thu).** Please take at most 3 minutes to present your poster. A two-minute Q&A interaction with adjudicators shall follow. Please be reminded to standby next to your poster at **8:45 on 7 March 2024.** In addition, the candidates are required to **submit their e-poster file**. Please refer to the e-Poster Guidelines in the next section for reference.
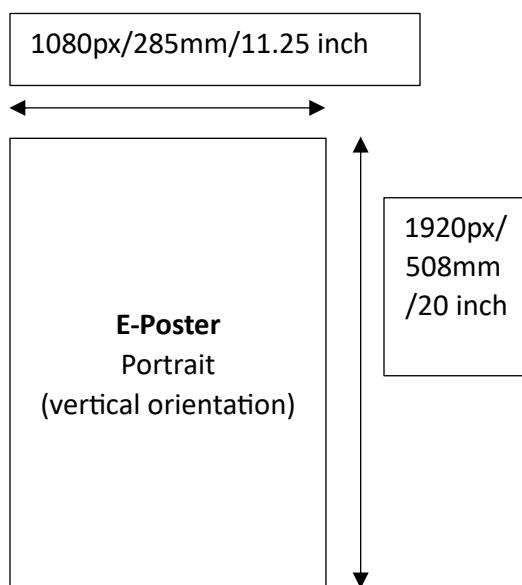
4) Award Presentation
Awards will be announced and presented at the Closing ceremony which will be held at **16:40 on 7 March 2024 (Thu)**. You are strongly advised to be present at the Closing Ceremony.

E-POSTER

1) Format
- The contents of the e-posters should be the SAME as their poster display.
- Layout: Portrait (Vertical Orientation) [Width: 1080 pixel/ 285 mm/ 11.25 inch; Height: 1920 pixel/ 508 mm/ 20 inch]*
- Media: Pictures, graphs and tables can be included
- Multimedia: videos and music <u>CANNOT</u> be included
- File size: less than (<) 2MB#
- File format: JPG <u>ONLY</u>
- File name: Use the designated file name specified in the email.

1080px/285mm/11.25 inch

1920px/ 508mm /20 inch

E-Poster
Portrait
(vertical orientation)

2) Submission

Please upload the file (in JPG format) to the designed link specified in the email on or before **23 February 2024 (Friday) 10am (UTC+8)**.

Please note that if we do not receive your e-poster file by 23 February 2024 10am (UTC+8), you may not be able to run for the award competition.

ENQUIRY

Should you require any further assistance, please feel free to contact Ms. Sandy Chung at (852) 2116 4320 or via e-mail at https://www.eafons-2024.hku.hk/contact-us . Please be reminded to quote your abstract number in your correspondence.

E-POSTER TEMPLATE

The enclosed PowerPoint file shows the size of the e-poster. You may use this template to create your e-poster. number in your correspondence.

EAFONS_E-poster_t
emplate(1080x1920).

*How to check the dimension of your e-poster:
       1) Right Click on the icon of your poster file and select **Properties**
       2) Select **Details**
       3) Scroll Down and look for **Dimension** under **Image ID**
Or simply download our e-poster template and **Save As JPEG File Interchange Format**

#How to compress the file size of your e-poster:
Window 10/11 --
1. With your JPG file open in **Photos** App of Windows, select the picture that you want to compress
2. Click **... (See more)** , and then select **resize**
3. Choose **Best for Emails and Messages**

Other Window versions – See more at LINK
Mac – See more at LINK