



**WAC 2019**  
**GUIDE FOR POSTER PRESENTATION**

**Details of the Presentation**

1. The poster presentation will be in electronic format with 40" high definition LCD screens located in adequate places. The poster is a still image, there will be **NO** animations or videos.
2. Your poster number, day, time and monitor number for your presentation will be sent via email to all the **POSTER PRESENTERS**.
3. For the Congress, you must bring your poster saved on a USB. It is **obligatory** to go through the presentation room or Green Room the day before the presentation. In addition, as a precautionary measure, we also recommend saving your **POSTER** in your email or on a drive on cloud.
4. Avoid mentioning trademarks and advertisements.
5. Sending the poster implies acceptance of all rules and regulations mentioned in this guide.

**Poster Design**

**HOW TO PREPARE THE POSTER**

1. Open a new blank document in Power Point and follow the steps below:
  - a. POWER POINT 2013: **DESIGN** tab >> **Slide size** (in the Custom section on the far right) >> **Customize slide size**.
  - b. In "**Slide size for:**" choose the "**On-screen show (16:9)**" and in Slide orientation select: **PORTRAIT**. Then select the option **ENSURE FIT**
  - a. POWER POINT 2010: **DESIGN** tab >> **Page setup**.
  - b. In "**Slide size for:**" choose the Display option **16:9** and in Slide orientation choose: **PORTRAIT**.
  - a. POWER POINT 2007: File >> **Page setup**.
  - b. In "**Slide size for:**" choose the Display option **16:9** and in Slide orientation choose: **PORTRAIT**.





2. Afterward, work on the poster, inserting texts and images.
3. The presentation must be on a single Power Point slide in the indicated format.
4. Once ready, you **MUST SAVE THE FILE AS A ".JPEG" IMAGE**. This can be done as follows:
  - a. Select "**Save as**" and in the "**Save as type**" dropdown menu select "**JPEG file interchange format**". Choose the name and location.
  - b. Check that everything is readable by opening your poster in JPEG, otherwise increase the size of the text source in the original Power Point and repeat the process, saving it as **.JPEG**.
  - c. Save the file with the number assigned to your poster, for example "078", with the extension **.JPEG**.

### ***POSTER FORMAT***

1. Use Arial, Verdana, Tahoma or Calibri fonts in contrasting color with the selected background.
2. Title in bold capital letters. The letter should be big enough to fit the text (approx 14).
3. For the rest of the text please use the necessary sizes to fit the text comfortably on the slide (approx 8), depending on how you will prepare your poster.
4. In the upper right hand corner, within a text box, place the assigned poster number, in bold and with font size 15 at least.
5. Images must be inserted using the "Insert images" command from File. Avoid copying and pasting. If it is necessary to reduce the size of the image, do so before inserting it into the slide.
6. The tables, graphs, illustrations and photographs required for the presentation must be sufficiently explanatory and must be sequentially distributed in order to explain them. Each one of them must have a title.
7. Animations or Power Point transitions are not allowed.
8. Do not compress (zip, rar, etc.).





### ***Slide Body Format***

- The text that appears on the Poster must be written in ENGLISH **OR** in SPANISH, with the exception of the title that will be in English and Spanish.
- In the preparation of your poster, you should avoid including every detail of your research history. Present only enough data to support the conclusions or to explain the key points.

### **The suggested sections for the creation of the poster are:**

1. Title.
2. Author or authors. Last name and initial of first name, separated by commas between one author and another, without specifying academic degree. Email: from a single author, preferably the presenter.
3. Introduction, objectives.
4. Materials and methods.
5. Results and discussion. To avoid overuse of text, the use of figures and tables is recommended.
6. Conclusions and recommendations.
7. References. Limited to a maximum of three references per poster.

