



GUIDELINES FOR POSTER PREPARATION AND SUBMISSION

Due to the virtual nature of the conference, only Electronic Posters (E-Posters) in PDF format are accepted. Printed posters or photographs of printed posters will NOT be accepted.

POSTER SUBMISSION DEADLINE: 25 JUNE 2021

The submitted poster presentation should be based on the approved abstract and should meet the following criteria:

POSTER SIZE AND FORMAT:

- Poster must be submitted in PDF format.
- It is recommended to create your poster in PowerPoint or Word (Landscape or Portrait) and then save it as a PDF before submission.
- The E-Poster should fit into 1 page (***instruction to creating a poster page are at the end of this document***)
- Use **BOLD UPPER CASES** for titles and headings and **Sentence case** for general content with appropriate punctuation and cases where the standard scientific nomenclature format is required.
- Apply attractive colour contrasts on the poster's background and illustrations (graphs and tables).
- The E-Posters will be displayed on LCD Screens and the common screen format size will be 16:9
- Institutional Logos should be placed on the top left and/or right margins of the poster. If more than one they can be placed on top across the page or at the bottom margin.

TITLE OF THE POSTER:

- The title of the poster should be the same as the title in the submitted approved abstract.
- Title font size should be **UPPERCASE**, Bold and large, to ensure visibility

AUTHOR AFFILIATIONS:

- Authors and Author Affiliations should be clearly captured below the title.
- In the case of Joint Appointed Staff, both the NHLS and the University should be clearly mentioned, the same applies to all other presenters.
- Example of the Affiliation: , Name(s) of the Author(s) and Affiliation(s).
- Kindly put your abstract number on the top right corner of the poster.
- Authors should be listed by the **Last name first, then the First name**, with each name separated by commas.
- The presenting author should be underlined and bold (e.g. Black Joe, **Dlamini Simon**, Moore John).
- Affiliation of all authors should be stated and superscript numbers used to distinguish affiliation for multiple authors (e.g. National Health Laboratory Service, Johannesburg, South Africa¹).
- When abbreviations are used, spell them out fully at first mention, followed by the abbreviation in parentheses [e.g. Human Immunodeficiency Virus (HIV)]. Thereafter, use the abbreviation (e.g. HIV) throughout.

CONTENT OF THE POSTER:

- The following sections should be highlighted clearly and be visible

Scientific Poster	Case Report Poster
<p>Background: Sets the scene for the context and justification of the study; a brief overview of the field; the guiding hypothesis; the motivation for the study.</p> <p>Methods/Design: This describes the methods used to perform the study and collect the data.</p> <p>Results: Include all results of the analysis and interpretation, highlighting key findings.</p> <p>Discussion: A brief description/discussion of the results that can be advanced from the data; whether the hypothesis is proven or not; whether the guiding question in the study was addressed or not.</p> <p>Conclusion: Brief conclusions highlighting the study outcome and what the objective of future studies should be.</p> <p>References: References in Vancouver or Harvard referencing style.</p>	<p>Background: Describe the context of the case and explain its relevance and importance, whether the case is unique or unusual presentation of a common condition.</p> <p>Case Description: Case in sequence including history, clinical presentation and investigations made. Describe the outcome adequately.</p> <p>Discussion: Rationale for decisions, literature review of similar cases. Describe instructive or teaching points that add value to the case and rationale for reporting the case.</p> <p>Conclusion: Describe how things can be done differently in a similar case.</p> <p>References: References in Vancouver or Harvard referencing style.</p>

ILLUSTRATIONS:

- Use illustrations to attract delegates' attention, colourful charts, graphs and process flows, are the easiest way to relay your message.
- Images and graphics used should be clear, readable and of high resolution.
- Use the space on your poster creatively to attract the audience attention and make sure that the images are easy to understand.

SUBMISSION:

- All the posters will be uploaded to the PathReD 2021 virtual congress website by the conference Organising committee.

PRESENTATIONS:

- AN OPPORTUNITY FOR A 5-MINUTE SPRINT ORAL PRESENTATIONS WILL BE PROVIDED TO SELECTED POSTERS.

POINTS TO NOTE:

- There will be a Question and Answer chat function in the virtual PathReD 2021 congress poster exhibition page where attendees will be able to communicate with the presenting author and the poster session judges may contact you for eligibility for the PathRed Congress 2021 Best Poster Award.
- The poster should have a clear message, a logical layout and be easy to comprehend.
- Try to keep the text easy to read and concise.
- Avoid the use of full sentences and rather use short text in bullet point format.
- Avoid using watermarks that may detract from the readability of your poster.

If you have any questions, kindly contact the PathReD Congress 2021 secretariat at pathred@nhls.ac.za

TIPS ON HOW TO CREATE A POSTER TEMPLATE ON WORD

1. Create large page template first by following the steps below
2. Open Microsoft Word document
3. Select **“Layout”** on the Top Menu
4. On the **“Page Setup”** tab, select **“Margins”**
5. Under the “Margins” dropdown option, scroll to the bottomselect **“Custom Margins”**
6. Select the “Paper” tab and set the Paper Size to **“Custom Size”**
7. The minimum width and height can be set within the following sizes:
 - **Width:** 35cm – 50 cm
 - **Height:** 45 cm to 55 cm
8. At the bottom of the page setup, select apply to **“whole document”** on the dropdown option
9. Select **“OK”**
10. Click on **“Margins”** and select **“Normal”**
11. Margins and page sizes can be adjusted as you like.
12. To change the poster colour – select “design” on the top menu
13. Select “Page color” then click your desired colour – preferably matching the NHLS colour schemes for NHLS staff.
14. SAVE the template.

You are now ready to design the layout of your poster – see examples provided on the congress home page.

LANDSCAPE POSTER

SQUARE POSTER

PORTRAIT POSTER

FINAL POSTER TO BE SAVED AND UPLOADED AS PDF