bstt MADRID COURSE

8TH MULTIDISCIPLINARY
BONE AND SOFT
TISSUE TUMORS
MADRID COURSE
8th - 11th June 2022

The e-posters can be sent via the communications platform. Access the registration page **HERE** to request your username and password.

Once inside your personal portal, select **MY COMMUNICATIONS** and then ***Send Abstract***

After following these steps, you will have successfully uploaded your presentation.

SENDING E-POSTERS

- The poster must fulfil the requirements set out below.
- The poster must be submitted via the official website from up to 15th May 2022.
- It is ESSENTIAL that **one of the authors** is enrolled in the congress.
- The poster will be display on screens.

TECHNICAL SPECIFICATIONS

So that all communications can be processed and displayed correctly, the following technical requirements must be observed:

- **Creation tool:** Microsoft PowerPoint

- **PowerPoint slide dimensions:** 50 cm x 66 cm

- **Maximum file size:** 2mb

- **Fonts accepted:** Those that are simple and easy to read; we recommend "Arial," "Tahoma", "Verdana" and other similar fonts that can be easily read at different resolutions. Fonts such as "Times New Roman" or others that simulate handwriting do not display correctly at certain font sizes, so we recommend avoiding their use in sent communications.

- **Font size:** In general, a minimum of 28pt must be used for posters. In certain cases where smaller letters are required, the minimum must not exceed 24pt to ensure their legibility but only in the case that the previously specified font size is also used. For titles and headlines 36pt or greater is recommended.
- **Illustrations:** There is no limitation with respect to the size of illustrations to be embedded in the posters, as long as any text or detail that appears alongside them in the PowerPoint composition is no smaller than the minimum font size of 28pt, as it may not display correctly or be legible on the screens.

- **Images:** We recommend that any images be reduced to a quality in accordance with the maximum file size for the poster which is 2mb.

- **Other specifications:** In order to achieve the maximum legibility of the posters, we recommend that texts are brief, clear and concise and that paragraphs with small fonts are avoided as well as the use of strong backgrounds (if 'watermark' images are used make sure to soften background colours so that they are visible). In addition, each poster must be composed of only one single page.

CREATION WITH POWERPOINT

1. Select the template **POSTER Template_PPT_22CNH**, which has already been configured in accordance with the required dimensions for e-posters (50 cm x 66 cm).

2. You can now begin to create your poster, bearing in mind the aforementioned technical specifications.

3. Once your poster design is finished, proceed to save it in the appropriate file format.

4. For the posters to be received correctly, they must be exported from the Microsoft PowerPoint application in a compatible format for later viewing. Therefore, once finished the poster must be saved in the following way:

5. From the 'File' menu on the left of the screen, choose 'Save as' and select the location where you wish to save the file.

6. Click the 'Browse' button and a window will open where we can name the poster file and in the drop-down menu 'Save as type' select the option 'JPEG file interchange format' and click 'Save'.

7. Once the process is finished, you will obtain an image file (JPG/JPEG). Check that the final file size is 1890 x 2495 pixels or more. Please also make sure that the final version is no more than 2mb. We recommend that you view the file to make sure that the conversion has been successful. This can be done by double clicking on the file or open it on an image viewer installed on your computer.

8. The file must be sent via the internet to the event organisation.

9. The image file for the poster can be created with any application that can generate a JPG file as long as the image sizes specified by this document are maintained.