## **TUTORIAL TO CREATE YOUR E-POSTER IN POWER POINT AND CONVERT IT TO PDF FOR SUBMISSION**

**SIZE CONFIGURATION:**

1. It must be done in a SINGLE SLIDE of Power Point in **16:9 format, vertical** **(**in theDESIGN menu > Page Setup > Choose“***16:9 Screen Presentation***" > in the Slide sector choose orientation > "**VERTICAL**" and click OK).
2. Save the file with the assigned job number: For example: "150" with extension .ppt or .pptx with a size no larger than **2MB.**

**RECOMMENDATIONS FOR THE CREATION OF THE E-POSTER:**

1. **Fonts**: Arial, Tahoma, Verdana or Calibri and in a contrasting color with the background.
2. **Background:** Preferably plain that contrasts **with** the text letters.
3. **Title:** It must be in **CAPITAL LETTERS** and **BOLD** in a font size of no less than 15, with the recommended size being **32 pts.**
4. **Text:** Recommended size 12/14 pts.
5. Place the assigned **poster number** in a text box in the upper right-hand corner. Font size **15 bold**.
6. **Language:** English
7. **Images**: Use the “***Insert Image from File"*** command***.*** Avoid copying and pasting as this increases the size of the presentation. Reduce the size of the image before inserting it into the slide.
8. **NOTE**: PowerPoint videos and transitions will **NOT be supported.**
9. **DO NOT** compress zip, rar, etc.

## THE BODY OF THE E-POSTER SHOULD INCLUDE**:**

1. **Title**
2. **Authors,** Last Name and First Initial of the Name, separated by commas between one author and the other, **without specifying academic degree**. The email address of the corresponding author must be included.
3. **Introduction and Objectives,** or most relevant information from the presentation.
4. **Material and Methods**
5. **Results**
6. **Conclusions and recommendations (if applicable)**
7. It is not mandatory, nor recommended, to include references.

## CONVERT YOUR POWER POINT FILE TO PDF:

Once the file is saved as PowerPoint, you will need to save it again now as a PDF file by following these steps:

1. Select "Save As" and in the "Save as Type" box select "***PDF File Interchange Format".*** Choose the name and location.
2. PowerPoint will ask you "Do you want to export all slides or just the current slide? Tap ***"Current slide only."***
3. **Check by opening your PDF poster that everything is readable, otherwise increase the font size in the original ppt or pptx and repeat the process of saving it to PDF.**
4. You're now ready to send. You need to remember its name and location to look it up at the time you send the file.

**Important Information:**

1. Send a single poster by e-mail and in the text specify the full name of each author, with the e-mail address of each one. **If there is any problem with the work received, you will be notified via email.**
2. Avoid mentioning trademarks and advertising.
3. The sending of the poster implies the acceptance of all these regulations.

## **Deadline: October 15th, 2024**

It is necessary to have this material in advance for technical reasons of editing and programming for the correct visualization of the works in the Congress. For this reason, not sending the E-Poster to the emails: consuelo@eventual-latam.com **and** panamgeo@panamgeochile2024.cl by the mentioned date, will imply that it will not be included in the exhibition.