



Public Health Alliance for Genomic Epidemiology

5th Floor Life Sciences Building, South African National Bioinformatics Institute, University of the Western Cape,
Robert Sobukwe Rd, Bellville, Cape Town, 7530, South Africa

Guidelines for preparing, submitting and presenting Poster Presentations

You will present your poster as a *lightning talk* and as a *display poster*. Poster presentations will be scheduled per track on Day 1 and 2 of the Conference. We will email you your exact time slots for presenting your lightning talk and display poster by 23 October 2023. We will also email you any other changes that may arise to the time slots.

PREPARING YOUR POSTER:

Please prepare your poster as a single **PDF (.pdf)** and no more than one page (i.e. not rolling slides). Please ensure the design is in **Portrait Orientation** and **size A0 (118 cm high x 84 cm wide)**.

Please **name your Poster** as follows: Poster_Your Surname_Your First Name

Your poster should have a title, name(s) of author(s) and content that has text and images. It is optional to add some logo(s) that support your poster

We have arranged the printing of the posters in Cape Town and the **cost is included** in the registration fee and will be prehung by our team at the Conference venue.

PREPARING YOUR LIGHTNING TALK:

You will have a **one-minute** flash talk to present your work and the key takeaway message to conference delegates.

Please prepare a **single PowerPoint Slide (.ppt or pptx only)** using Widescreen (16:9 aspect ratio)/ landscape orientation. The Powerpoint should be Max one page (i.e. no rolling slides) and include your name and abstract title. No animations or overlays. Please keep it simple - use pictures rather than text.

Please **name your Presentation** as follows: Poster_Your Surname_Your First Name

Tips for lightning talks:

1. Your talk should be an advertisement to encourage delegates to visit your poster for further discussion during the poster session, rather than a detailed overview of your approach and results.
2. Remember to introduce yourself!
3. Think about your key message – what do you want the audience to remember about your research?
4. Get to the main point early. Avoid too much introduction – 30 seconds into a one-minute talk, the audience should know what your main research question is and why it is important.

LOGISTICS:

Lightning Talks

- Seats at the front of the venue will be reserved prior to the lightning talk session. Kindly sit in this area at the scheduled time for your lightning talk session so it runs to time.
- Our AV technician will preload and control all the slides throughout the session, and someone else will monitor the time to notify you when one minute is up!

Display Poster

- You will have **one hour** to stand next to your poster and engage with delegates that will be viewing your poster.

SUBMITTING YOUR PRESENTATION:

The upload deadline for posters and lightning talk supporting documents (PowerPoint) is **22 September 2023, at 0000hrs UTC.**

Please email the following files to submit@pha4ge.org

- 1) PDF of your poster
- 2) Flash Talk PowerPoint slide

All abstracts for accepted posters will be available to view in the Conference Programme from 29 September 2023.

If you have any questions or need further information, please do not hesitate to contact us at help@pha4ge.org