

triMS.online 2021: poster guidance

Poster and audio commentary submission deadline

Friday 30 April 2021

Please read the following guidance on preparing and submitting your presentation files. Your presentation should be submitted to submissions@trimsonlineconference.com by Friday 30 April 2021.

Registration

- The presenting author must register for the conference; however, we encourage all authors of an accepted abstract to attend. To register, please visit <https://trimsonline.6connex.eu/event/conference/login>.

Author requirements

- All authors must comply with the ICMJE criteria for authorship:
 - <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
- All authors must provide full disclosure of any financial or employment interests related to the subject matter.

Poster content

- All posters must be written in US English and in a clear style accessible to any professional working in the field.
- We recommend that posters are visually engaging.
 - Limit the number of words, adding graphs and visuals where possible.
 - Consider your font colour and size to ensure text is easily readable.
- Please do not include external links; all relevant data and information should be included in your submitted poster.
- Please do not include any brand or proprietary drug names, commercial logos or company names.
- Include full details of author affiliations and disclosure within your poster.
- In line with the abstract development guidance, please adhere to the following structure for development of your poster.
 - Title in sentence case (capitalize only the first word and any names)
 - Author names, affiliations, disclosures, and acknowledgement of any editorial support
 - Author names must be provided in full and separated by commas, and affiliations should be indicated using superscript letters, for example:
 - Given-name Family-name^a, Given-name Family-name^b, Given-name Family-name^{b,c}
 - ^aInstitution A, Town, Country; ^bInstitution B, Town, Country;
 - ^cInstitution C, Town, Country

(continued on next page)

- Background
- Methods
- Results
- Conclusion
- Acknowledgements (optional)
- Reference(s), where required.
- All abbreviations must be defined at first mention.

Submission format

- All presentations must be submitted with a supporting commentary of maximum length of 3 minutes.
- Your poster should have a layout in a 16:9 landscape format.
 - If you are preparing your poster in PowerPoint, you can create your commentary directly within the file. Please see guidance available here: <https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33?ui=en-US&rs=en-US&ad=US>
 - To save your combined poster and audio file, go to **File > Export > Create video** and export Full HD/1080p (using recorded timings)
 - Alternatively, please submit separate PDF and MP3 files of your presentation.
 - **Please note, if your file size is larger than 10 MB, please send via a file-sharing link. Attachments exceeding 10 MB will not be received.**
- Please use the following structure for naming your submission file(s).
 - Poster number_lead author last name
- Email your presentation files to submissions@trimsonlineconference.com.

Poster hall attendance

- There is no defined timeslot for poster presentations in the conference programme, so attendance by the presenting author at a particular time is not required. The poster hall will be open to viewing by delegates throughout the conference, and delegates may submit questions to the presenting author via the chat function; therefore, we would request that presenting authors make themselves available for the duration of the conference.

Social media

- We encourage you to share news about your presentation and the fifth *triMS.online* conference on social media. Follow us on Twitter ([@triMSonline](https://twitter.com/triMSonline)), or on LinkedIn ([triMS.online conferences](https://www.linkedin.com/company/triMSonline-conferences)), and use the official [#triMSonline](https://twitter.com/triMSonline) hashtag.

For all queries relating to posters, please email: submissions@trimsonlineconference.com

