

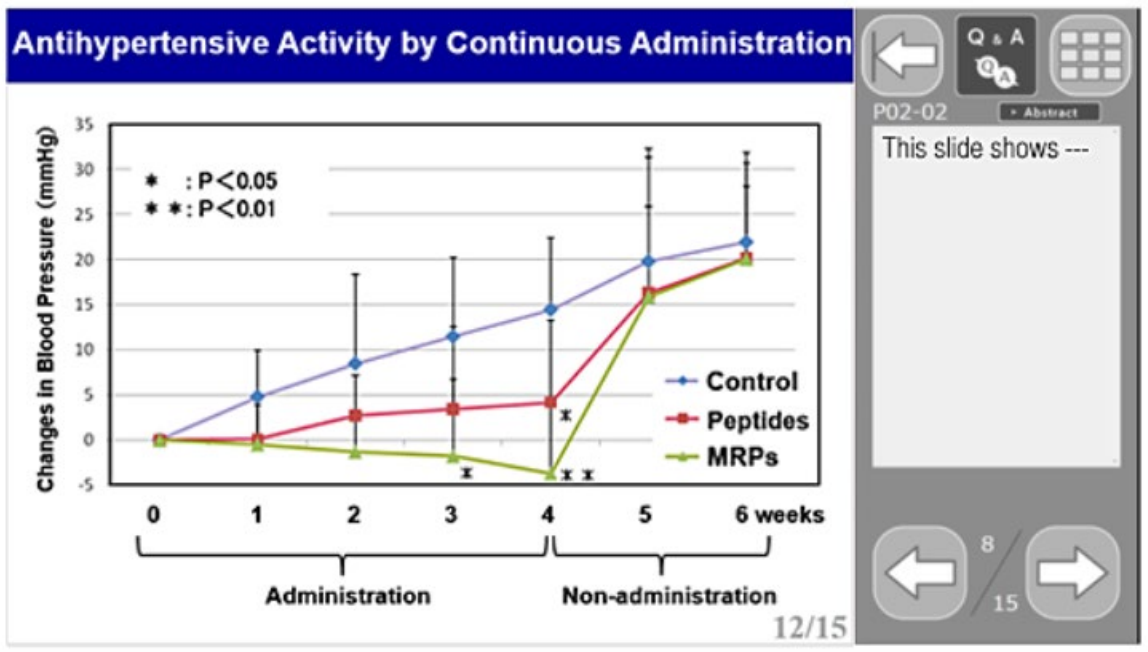
● **Instructions for Preparation Your Presentation Data(PowerPoint)**

< How to set up your PowerPoint >

Please do not prepare just ONE large slide in PowerPoint for your poster.

At the e-Poster session of this congress, slides with notes pages will be displayed one by one and it looks like as shown in the figure below.

<Slide Mode>

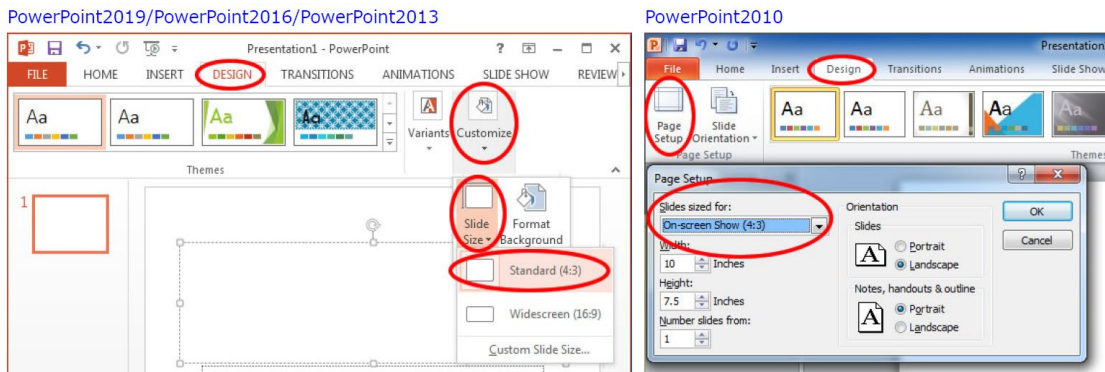


Audience of ICoMST also can see the slide sorter view (poster mode) of your uploaded file as shown below.

<Poster Mode>

The recommended slide size is 4:3, but you can also register in 16:9 size.

Select "Standard (4:3)" or "On-screen Show (4:3)" from the design tab.



You can verify the slide size with following procedure:

a) Open PowerPoint file.

b) Check "Standard (4:3)" is set in the menu [Design > Slides Size].

PowerPoint2010; Check the [Slide Size for:] in the [Design > Page Setup].

- Make sure to delete any objects located outside the frame (including empty text boxes) otherwise the page may not display correctly.
- Please uncheck the "Date and Time" and the "Footer". It may not be altered correctly if it is checked
- Please use the OS-standard font in your slide. (e.g. Century, Century Gothic, etc.) Using any special fonts may cause a corruption of texts.
- Characters might not be converted correctly if several fonts are used in one textbox. **Please use the same font in the textbox.**
- Use of the tab or space key to adjust the layout of the text may prevent the text from converting properly. We recommend you to use text boxes or the table function without style formatting or gridlines.
- A slide containing several "Group Objects" may be converted differently. Please **ungroup objects** before registration.
- SmartArt Graphic may cause conversion trouble. If you want to use SmartArt Graphic feature, please save it as a picture and paste it.
- Please do not lock your file with password.
- Please do not delete file name extension (.pptx) when saving your file.
- **Please unmark "Mark as Final"** if you have set "Mark as Final" at "Protect Presentation"
- You may register **up to 15 slides** per one abstract.
- PowerPoint for Mac is not recommended. If you make your file on Mac, please verify and save it on Windows PC before registration.

### ● Modification and re-submission

You may modify and update your PowerPoint data as many times as you want before the deadline. Make sure to re-submit your modified data at "Data Registration" page. When data is submitted, notification email will send to you. Please be sure to verify data and click the Confirm button. **The last data you submitted will be used for online congress.**