



Poster Presenter Instructions

Thank you for presenting a poster at the 7th Global Forum on TB Vaccines. This document contains instructions for preparing and presenting your poster. If you have any questions, please contact us at tbvaccinesforum@iavi.org.

Setup and Take Down Information

Poster set up will take place on 8 October between 8:30 and 10:00am. All posters should be set up by 10:00 on 8 October. If you are staying at one of the conference-designated hotels, a shuttle bus will take poster authors to the venue at 8:15am. If you are not staying at a conference-designated hotel, please arrange to arrive at the venue between 8:30 and 9:00am.

Check-in at the registration desk when you arrive at the venue. The Forum staff will give you information about where and how to set up your poster. You will receive a poster board number. Please use the poster board assigned to your abstract.

Posters must be taken down by the end of the conference on 10 October. Any posters that have not been removed by this time will be discarded.

Program

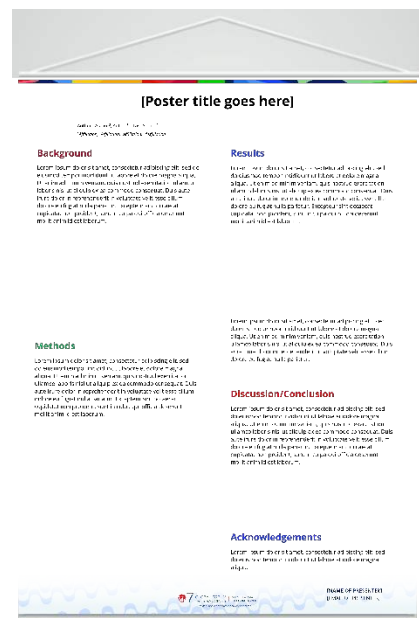
There are two dedicated poster sessions on the Forum program, from 15:00 – 16:30 on 8 October and 15:30 – 17:00 on 9 October. You will be assigned a time when posters in your track will be featured. Please plan to stand by your poster at that time.

Specifications

Printed posters will be used for on-site viewing. See the section below on e-posters for publication on the conference app/attendee website

- All posters must be in English.
- The dimensions of the poster must be portrait orientation and measure 36" wide by 48" high (90cm x 122cm).
- Posters must be printed ahead of time and brought to the conference venue. There are no facilities on-site for printing posters.
- Posters will be hung using double-sided tape that we will provide or can be hung by a string or cord (see image) if this option is available through your poster printer. Note that we do not provide string or cord.
- Posters should be constructed from lightweight paper. Print on matte material if possible (glossy material may result in glare).
- A template is available [here](#) if you wish to use it, but this is not required.

See guidelines and tips for developing a poster [here](#).



Inclusion and Diversity

Please consider the diversity of the audience, which includes participants from various regions and constituencies – including researchers, public health professionals, advocates, TB survivors, people representing affected communities, and others – and people whose first language is not English. Frame your poster as openly and inclusively as possible and be aware of how others may perceive language or images. Please review the Stop TB Partnership's [Words Matter](#) language guide and avoid using stigmatizing language in your poster and video presentation.

Conference App/Attendee Website

In addition to on-site viewing, you also have the option to have your poster available on the conference app/attendee website for three months after the Global Forum, so registered participants can view posters they may have missed or revisit posters of interest. You may also include a brief video (3-5 minutes) along with your poster if you wish.

Posters and videos will be published after the conclusion of the conference, but please upload them no later than **4 October**. Please also make sure that your speaker profile, including your photo and bio, is updated, as these will be included along with your poster.

Posters will be uploaded as a PDF file. Registered attendees can view the PDFs on the website or download them to view them in a viewer of their choice.

To upload your poster for the conference app/attendee website:

1. Convert your poster to a PDF

- In PowerPoint, go to "Design" in the upper menu, then select "Slide Size". Choose "Custom Slide Size" and select "Letter Paper (8.5 x 11 in)". Click on OK. Choose "File" from the upper menu and Save as PDF. If this option is not available, select Custom and choose 21.6cm x 27.95cm, then select "Ensure Fit" when indicated.
- In Google Slides, select "File" in the upper menu, then select "Page Setup". Choose "Custom," enter 8.5 x 11 inches for the dimensions, and click on "Apply." You can then download the file to convert to PDF or Print it as a PDF
- The final file must be 5MBs or less.
- If you have difficulty converting your file, please contact us for assistance.

2. Upload your poster to the Speaker Portal

- Login to the Speaker Portal [here](#)
- Go to the "My Tasks" page
- Select the "Upload my poster" task and upload your file

3. Add a video (optional)

- Create a 3–5-minute video to accompany your poster ([click here](#) for guidance on self-recording in PowerPoint)
- Contact us at tbvaccinesforum@iavi.org to let us know that you want to add a video to your poster on the conference app. We will send instructions on how to transfer the video file
- Video files must be in MP4 format and must not exceed 5 minutes.

Media and Social Media

Members of the media may be present through the Global Forum and will have access to all materials on the conference app/attendee website and use of social media is encouraged to share information about the 7th Global Forum with a broader audience. This may include photographs of presenters, posters, and slides. Please review the 7th Global Forum [Media and Social Media Policy](#) and prepare your poster accordingly.

If you are sharing information on your poster that you do not wish to be shared on social media or other online forums or public platforms, take the following steps to ensure your requests regarding sharing are understood:

- Include a “[no posting](#)” icon or other clear indicator on your poster that you do not wish the information to be shared on social media or other online or public platforms
- If you are doing a video presentation, announce at the beginning of your presentation that you do not wish to have the information shared via blogging, social media, or other online or public platforms.

If there is no indication on your poster, slides, or video presentation that you do not wish to have the information shared, the presumption is that participants and media representatives can post it publicly.

Global Forum Website

You have the option to have a PDF of your poster, or a modified version, published on the program page of the [Global Forum website](#) after the conference for public viewing. Please complete your [Permission to Publish Agreement](#) and upload it to the 7GF Speaker Portal by **20 September 2024** to let us know if you would like to have your poster made publicly available.