



Instructions for creating your poster in PowerPoint and converting it to a JPEG or PDF file for online submission

1. Designing your slide: When preparing your poster, you must follow these steps:

- a. Create a new file in PowerPoint.
- b. Go to the Design menu, click Page Setup
- c. On Slides sized for, select "Custom"
- d. Configure Width at 522 mm and Height at 929 mm
- e. On Orientation, select "Portrait"
- f. Click on "OK"
- g. Prepare your poster on a single slide

2. Recommendations:

- a. Fonts size: Use large fonts, size 18 or higher for body text.
- b. Fonts type: Use Arial, Tahoma or Verdana fonts.
- c. Background: Use plain color for your background. Background and text should have a high contrast.

3. Save your file in PowerPoint (as back-up copy)

Please don't send the PowerPoint file; this is only a back-up for you, in case you need to edit it.

4. Save your E-Poster as JPEG:

Once you saved your PowerPoint file, please follow the following steps to save it again as JPEG or PDF:

- a. Select "Save as" on the file menu and save it as "JPEG file interchange format", or "PDF".
- b. Check that all images and text are readable, please make sure the definition will be 1080*1920, otherwise enlarge your fonts on your PowerPoint file, save it, and save as JPEG as explained above.
- c. You are ready to submit your JPEG file. You must remember the name and route when you submit your file.

5. Submit your E-Poster:

Please send you file with the abstract number to abstract@12igcc.com before 10th, April. Kindly be noted that if the file does not meet the standards we will send if back for modification.

Looking forward to seeing you at IGCC 2017 Beijing.

Best Regards,

IGCC 2017 Abstract Service