



Guideline for Scientific Exhibition (E-poster)

1. Scientific Exhibition Guideline

- **Overview**

1) Presentation method: E-poster Exhibition

2) Presentation submission schedule: March 27 (Thu) - April 5 (Fri), 2019

* Modifications of files will not be possible after the submission deadline.

* If you do not complete uploading your file by April 5 (Fri), 2019, your abstract will NOT be exhibited during KSUM Open 2019, and your abstract will NOT be considered for the Best Poster Award, and the presenter of the slides will not benefit from awards that are given to presenters.

* E-Posters with no image or poor quality images may not be eligible for the Best Poster Award.

3) Language of presentation material: English

- **File Format**

Format	MS-PowerPoint (MS Office 2007, 2010, 2013, 2016)
Screen Ratio	16:9 (Screen size: about 50")
The number of slides	6-12 pages are recommended (It is possible to upload more than 12 pages.)
Total Capacity	Maximum 30MB is recommended
Font	Default font provided by MS Office
File Name	abstract submission number_ First name, Last name (Presenter) eg. OP-012_Serena Kang
First Slide	"Abstract Title," "Presenter's name and co-authors' name," "Affiliation" and "Country" must be included in the first slide of your file.

- **Display Schedule and Location**

Date	May 2 (Thu) 08:00 - 17:00, May 3 (Fri) 08:00 - 18:00 May 4 (Sat) 08:00 - 12:00
Place	E-poster Area, Exhibition Hall (GBR 104-105, 1F), Coex

2. How to Upload Your Presentation

- Log-in with your ID and Password and go to '**My Page.**' of the KSUM Open 2019 website (<http://2019.ksum.or.kr>).
- At the 'Abstract/Lecture Syllabus Submission' menu of My Page, please check your abstract evaluation result (accepted) and upload your e-poster file. **Please do not forget to click the 'Final e-poster file upload' Button to complete the e-poster submission.**
- **Click 'E-poster Exhibition Slide Upload,' upload the file of each abstract, and click the 'SUBMIT' button.**
- If your presentation file(s) contain(s) movies, you are requested to zip them into one folder to ensure that they work properly (please save movie files in .wmv file format). In addition, check your PC Operating System and Codec as per the below '**Equipment Information**'.

3. Equipment Information

The computer that will be used for the Scientific Exhibition will be equipped and installed with the following:

- Desktop running MS-Office PowerPoint 2007, 2010, 2013, 2016 operated in Window 7
- Windows Media Player 10.00.00.4036 and Media Player standard Codec (other software cannot be used)