

POSTER PRESENTATION GUIDELINES

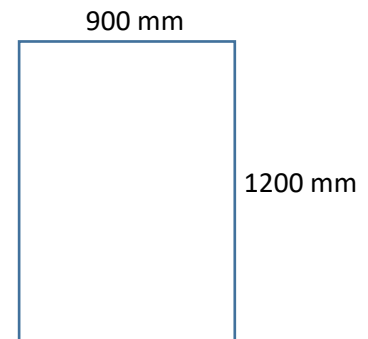
Abstract accepted for Poster Presentation

Poster Printing Guidelines

Physical posters are requested on-site in Glasgow

THE MAXIMUM DISPLAY AREA is 900mm (wide) x 1200mm (height) - see picture on the right. Suitable fixing materials will be available and provided to you in the Poster Area.

Posters should be put into position from **12:00 hrs on Sunday 10 November** and should remain in position for the duration of the Congress. Posters should not be removed until lunchtime on **Wednesday 13 November**, unless agreed with the Congress Secretariat in advance.



The Poster Area is located in Exhibition Hall 5 of the Scottish Exhibition Centre. Poster Presenters should report to the Poster desk within the Exhibition Hall 5 when ready to install their poster. Congress team members will be available to assist individuals with poster installation.

Each poster will be allocated a specific display panel denoted by a poster (P) number. This poster number will be different to the 7-digit file reference number which has been quoted in correspondence so far. P numbers will be shared with all poster presenters by **Monday 30 September** latest.

We don't expect poster presenters to remain by their presentation during all coffee and lunch breaks so we ask each presenter to complete a card indicating when they will be beside their poster for discussions with colleagues during the meeting. We normally ask you to be available 2-3 times during the meeting.

In addition to the physical poster on-site, authors are encouraged to produce an electronic version of their poster for inclusion on the Congress Portal. Please see the second page of this communication for the details, including formats and timelines for supplying this information.

There will be the opportunity for those viewing posters via the Portal to ask questions of presenters; post-Congress Ashfield will share any questions with authors via email if received.

Physical presence on-site in Glasgow

If the presenting author on your abstract is not available to physically present, another author listed on the poster can be identified to present on-site. If a change in presenter is needed, please inform the secretariat via hivglasgow@ashfieldmedcomms.com so that we can update our records. Where possible please communicate on the back of the email you received informing you of acceptance of your poster.

If you do need to withdraw your abstract from the meeting as there are no authors available to attend and present please contact us by **Friday 20 September 2024** latest so that we can withdraw your abstract from publication in the *Journal of the International AIDS Society*.

ELECTRONIC POSTER OPTIONS

In addition to a physical on-site poster presentation, authors may supply one of the following formats for the Congress Portal. ePosters will go live in the Portal from **Sunday 10 November 2024** and will remain there until Friday 31 January 2025

Option 1

A 16:9 slide presentation with embedded audio as a MP4 file. This can be alongside a pdf of your physical poster presented on-site

Option 2

An A3 eposter as a pdf (portrait) with a separate MP3 audio file

Option 3

An A3 ePoster as a pdf (portrait)

Video Recordings (Option 1)

- The recording should be provided as an MP4 file
- The videos will be hosted on the Congress Vimeo channel. You may wish to use a file transfer service to send the video to us
- The recording should be no longer than 5 minutes in length

Audio Recordings (Option 2)

- The audio recording should be provided as an MP3 file
- The maximum file size 4MB
- For audio recordings we recommend to use the Voice Recorder app in Windows, or the Voice Memo app for Mac users. The file will automatically save as an MP3
- The recording should be no longer than 5 minutes in length

ePoster Format (Options 1-3)

- The maximum ePoster size is A3 (297 x 420mm) and all ePosters should be portrait
- Please supply as a pdf (maximum file size 4MB)

Submission

The deadline for submission of any of the above files is end of your business day on **Friday 25 October**. Any files received after this date will still be added to the Congress Portal but may not be loaded in time for the live event.

Electronic files should be emailed to hivglasgow@ashfieldmedcomms.com

Any questions regarding the above information,
please email the secretariat at hivglasgow@ashfieldmedcomms.com