ISHA 2026
Annual Scientific Meeting

ISHA
ANNUAL SCIENTIFIC MEETING
8-10 OCTOBER 2026
BRUGES, BELGIUM

EPOSTER PREPARATION GUIDELINES

June 2026

Subject: ISHA Annual Scientific Meeting - EPoster Upload Instructions

Dear EPoster Presenter,

Congratulations on the acceptance of your work to be presented as an EPoster at the **ISHA 2026 Annual Scientific Meeting**, which will be taking place in Bruges, Belgium from 8 to 10 October 2026.

ISHA 2026 in Bruges will incorporate EPosters which will be accessible via

- Viewing screens in the exhibition area
- A secure area of the conference website
- The member area of the Society website
- The conference app

Guidance is given below on how to produce your EPoster.

We are asking submitters to produce their EPoster using one of the PowerPoint templates provided. There is the ability to add your organisational logos to the templates, change the colour scheme and graphics in the master slide template if you wish, but we ask that you try and adopt one of the two layouts proposed.

We highly encourage you to upload audio or video files to their designated area in the system, along with your PPT or PDF EPoster files. This will allow you to incorporate more animated content.

If you have any questions regarding the preparation of your EPoster, please contact the ISHA 2026 EPoster team at isha.abstracts@abstractserver.com.

Should you decide to withdraw and not submit your EPoster, please advise the Secretariat team via email at: abstract@ishaconference.com or tel: +44 (0)203 519 9427, to ensure that the programme and abstract book can be updated accordingly. Withdrawals must be received no later than **24 August 2026**; after this date, ISHA cannot guarantee that the abstract will be removed from conference materials.

ISHA Secretariat Team

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EPOSTER AUTHORS - INSTRUCTIONS FOR SUBMISSION

To submit your EPoster, please log in to the EPoster system using your login email invitation.

Instructions for the preparation of your EPoster

You can upload your poster as a PowerPoint or PDF file. ISHA encourages you to use the EPoster templates provided. Nevertheless, the use of templates is not mandatory, and presenters are free to submit their own designs and colour schemes. We are also encouraging all authors to upload a 3-minute audio narration and/or 5-minute video file in their designated area of the system.

General Specifications

- Language: All EPosters should be prepared in English.
- Font types: Arial, Calibri.
- Font size: 11 points or larger.
- Orientation: Please create your document as a PowerPoint or Keynote slide in landscape layout. Ratio 16/9 (140 cm width x 90 cm height).
- Do not password-protect your file or encrypt it.
- Create your EPoster as one (1) slide only.
- When saving your PPT file, please do not use symbols or special characters (i.e. , / + / @ / ü) in the file name.
- When inserting images, photos, tables, etc., use copy-paste. Do not use embedded documents.
- Images and tables: At least 200 dpi. Good picture quality is essential.
- QR codes, animated images, animations and embedded videos are not permitted.
- Do not overlap layers or objects. Only the final view will be visible.
- Apple Macintosh users: Please refrain from using "drag-and-drop" to insert pictures into Microsoft PowerPoint files. Instead, use the INSERT command from the menu bar.

EPoster PPT

- File format: Please ensure that your presentation is in PPT, PPTX or PDF format.
- File size: Please ensure your file size does not exceed 16 Megabytes.

Audio File

- File format: MP3.
- Length: 3 minutes.

Video File

- File format: MP4, MOV.
- Length: 5 minutes.

ISHA Secretariat Office
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Submit your EPoster in three steps

Please use the login credentials that were emailed to you to access the system and upload your file(s).

Step 1 (Upload):

- **EPoster upload:** Locate the designated EPoster upload area, click on the upload icon. Browse your files, choose your EPoster file. A progress bar will appear, indicating the ongoing upload process. Please refrain from interrupting the upload until the file has been completely uploaded (100%) and verified by the system.
- **Audio file upload:** If desired, you may include a 3-minute audio clip that highlights the key messages from the study. Please record the audio separately and proceed to upload it in the audio upload section. Most smartphones offer voice recording capabilities that you can utilise for your narration. Please make sure your audio is in MP3 format. If you have a different audio file format than MP3, you can use a free converting tool such as cloud convert (https://cloudconvert.com).
- **Video file upload:** If desired, you may include a 5-minute video. Please record the video separately and proceed to upload it in the video upload section.

Once the upload is complete, you will be able to preview your EPoster. To continue, click on "Next".

Step 2 (Consent):

- Please make sure to read and agree to all points in this page to proceed with the final submission of your EPoster. Click on “Save” or “Next” to continue.

Step 3 (Submit):

- On this page you will be able to submit your EPoster by selecting the “Submit” button.

NOTE: You can still change your submitted EPoster by clicking on the “Edit” button. This will reset your EPoster status back to draft and you will be able to re-upload your EPoster, audio or video file(s).

Deadline

The Deadline for poster submission is: **7 September 2026**.

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