How to make an E-Poster for the 2014 Safeguards Symposium

The following guidance and example is based on the material that were provided by Ward Stolk, GFZ Potsdam, Germany, and adapted for the 2014 Safeguards Symposium.

The aim of the guidance is to provide an example to E-poster presenters who are not familiar with such interactive presentation.

This is to be taken as an example and the structure is not mandatory for the Safeguards Symposium participants.

The Symposium Team is available for further advice upon request.
How to prepare an E-Poster:

E-Poster is an Interactive Content presentation and combines the advantages of both oral and poster presentations. With an E-Poster presentation, you are less restricted in time as with an oral presentation and have a better outreach with your audience.

This means that, in principle, you can add as many small details as you would like to your E-Poster and this forms a caveat. It is important to keep the E-Poster clear, and yet offer the interested conference participant the possibility for a detailed discussion of your work. By exploiting the interactive component of your E-Poster this can be achieved.

The great advantage of the E-Poster is that a user does not have to go through your presentation from beginning to end, but can focus on the parts that he or she finds more interesting. Properly organizing your E-Poster is therefore of prime importance. Below, an example of an E-Poster is given, followed by some technical details of how to achieve this in PowerPoint.

Kindly note that the navigation is operated via the touch-screen interface:
Starting point

You can start with a simple main page, containing the title, authors, an introductory text, and an overview of the presentation (figure 1).

The overview shows the methodology applied in the research presented here. The introduction can be navigated through using the blue arrows under the text box. The audience can select on whichever part of the method they are interested in.

Presenting more particular subject

This brings up more information on that particular subject (see figure 2 for an example).

Within each subject, there is the possibility to go further into depth, in this case by going through the results of the different iterations of the modelling.
Zooming on a specific information set

Individual Figures can be enlarged by selecting the figure (figure 3).

Figure 3. Large version of a figure in the presentation

Closing a window: navigating in your presentation

Selecting the X (white no black circle in this example) brings you back to the previous page and Selecting the X on that page brings you back to the main page.

This allows you to navigate through the whole presentation, in any order you like and with as much detail as you wish.

Now the technical part: how to make such a presentation?

The first thing to do in PowerPoint is to disable scrolling through the slides in presentation mode (going forward and backward using e.g. the arrows on the keyboard of your PC).

In PowerPoint (Office 2003) this can be achieved by Selecting slideshow > set up show and then in the menu set show slides to from 1 to 1. In Office 2007 and later editions, go to the tab Slide Show and then click Set Up Slide Show. In this menu set Show slides to From: 1 To: 1. This will block any viewer from flipping through your slides, however slides can still be accessed using internal hyperlinking, which will be explained next.
The buttons used in the example that get you from one page to the other are created in the following way: Right-click on the feature (whether it is a textbox, picture or other) that you want to use as a button, and left-click hyperlink. This leads you to a menu where you can edit the hyperlink (figure 4).

![Insert Hyperlink](image)

*Figure 4. The hyperlink menu in office 2003 (the menu in office 2007 and later is similar)*

Select *Place in This Document* and then select the number of the slide to which you want to link. Finally, press *OK*. The feature you selected now works as a button and when it is clicked in presentation mode, it will direct to the selected slide. Do not forget to make a button on the new slide to get you back.

This manual shows some basic ideas on how you can construct a simple, but interactive, E-Poster.

The day before your E-Poster presentation:

A Preview station will be available in the MOE Room 68 for you to check and rehearse with the touch screen interface.

For morning sessions:
please review your presentation the afternoon before between 14h00 and 17h00.
For afternoon sessions:
please review your presentation the morning before between 8h30 and 11h30.

Technical assistance will be available during these times and this is also the time you will be provided with your screen number (1,2,3…7).

If you have any questions in advance please contact s.poirier@iaea.org