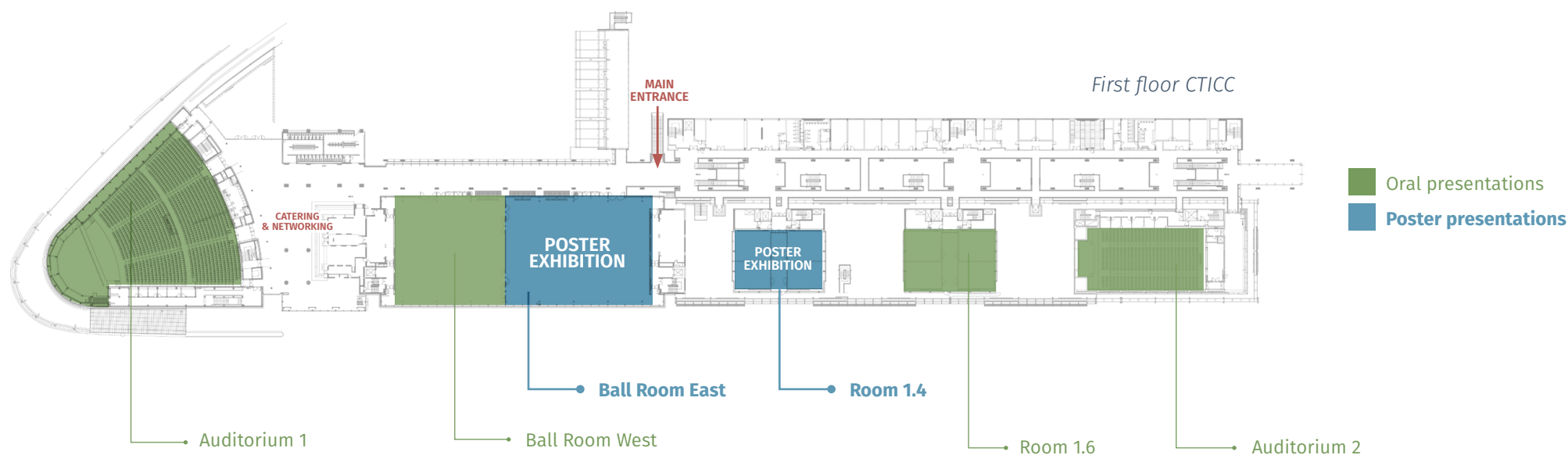


GUIDELINES FOR POSTER PRESENTATIONS

The 8th World One Health Congress will be held in the Cape Town International Convention Center (CTICC)

Since opening its doors to the world in 2003, the CTICC has become a leading events venue for steadily increasing numbers of discerning business people, professional bodies, and congress and exhibition organizers from across South Africa, Africa and the world. Situated on the outskirts of the Central Business District (CBD), the Cape Town International Convention Centre (CTICC) is close to the vibrant beat of the city's heart. At its official opening, former President Thabo Mbeki called the development 'a symbol of hope, a symbol of our glorious past, a symbol of modernity and a symbol of future prosperity'.

CAPE TOWN
SOUTH AFRICA
20-23 SEPTEMBER 2024

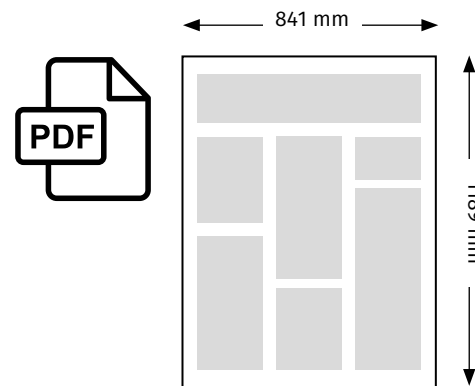


GUIDELINES FOR POSTER PRESENTATIONS

Each poster presenter that has registered and paid for registration, will have a dedicated profile page on the virtual platform

- Your abstract (that you submitted through the Conftool system) and the poster title, authors and affiliations, will be preloaded in this profile.
- In the **last week of August 2024**, you will receive your personal access key to the virtual platform. Please note that this key is unique and linked to your profile. Sharing this key with others will give them access to your personal data and will enable them to “act” in your name. This should be avoided at all times.
- Between the **end of August and 12 September 2024** you will be able to complete your personal profile and upload your poster. Please make sure you *do not miss the 12 September deadline* after which the congress chairs will make their decisions on which posters will be presented during the poster peeks.
- Posters should be in
 - **A0 size (1189 x 841 mm)**
 - **portrait format, pdf format**
 - **maximum 10 MB**

- It is suggested that :
 - you use the headings “Title”, “Authors and affiliations”, “Introduction/Background”, “Methods”, “Results” and “Conclusions” to identify your poster layout.
 - you place your institution, phone number and email address in the upper right-hand corner.
- It is the author’s responsibility to produce a correct poster. Any errors in spelling, grammar or scientific fact in the poster text will be the responsibility of the author.
- You have the option to add an audio file in mp3 format with your poster presentation.



All poster presenters should also print and bring a hard copy of their poster to the congress.

- A dedicated poster board will be reserved for each poster in the exhibition space.
- Kindly turn to the congress information desk if you need help to locate your poster board.
- The poster board header will already include the poster title and the author names.
- Only paper posters are allowed.
- Materials to mount paper posters will be available in the poster exhibition space.
- Posters can be set-up on **Thursday 19 September** between 17.00 and 20.00 and **Friday 20 September** between 8.00 and 14.00.
- Posters must be dismantled on **Monday 23 September 2024** between 14.00 and 16.00. All posters left after 16.00 will be disposed of.
- Poster tubes must not be left behind in the exhibition hall.

GUIDELINES FOR POSTER PRESENTATIONS

Record your poster presentation

On a PC computer:

- Use the pre installed program in Windows Voice Recorder.
- Open Voice recording.
- Push on the blue microphone button and start talking.
- Trim the audio to the correct length (cut beginning and end).
- Save on your computer.

On a Mac computer

- Open the Voice Memos App.
- Press the red 'record' button on the lower left side. The app will start recording immediately.
- Press the pause button when finished recording.
- Press the 'trim' button to trim the audio to the correct length. (Slide the yellow markers to the beginning and the end of your presentation.)
- Press 'trim' to confirm your edit.
- Press 'save' to save the file.
- Press 'Done' to return to the overview screen.
- Rename the file to your name and presentation title according to the programme.
- Drag and drop the file from the app to your desktop.

Or you can use an online platform to record your voice <https://online-voice-recorder.com>

Click the button to start recording.

Allow the website to use your microphone.

Push the red record button.

Record your voice.

Push the red button when you are ready.

You can trim your audio file with the blue bars.

Push the save button. Your mp3 file will be downloaded.

Online Voice Recorder
Our Voice Recorder is a convenient and simple online tool that can be used right in your browser. It allows you to record your voice using a microphone and save it as an mp3 file.

Free to use
Voice Recorder is completely free. No hidden payments, activation fees, or charges for extra features.

Auto silence trimming
Voice Recorder automatically detects silent fragments at the beginning and the end of your recording and deletes them for your convenience.

Cut your recording
After the recording is complete, you can crop it to the section you actually need.