Learning Toolbox ePoster Live Presentations – Advice for presenters
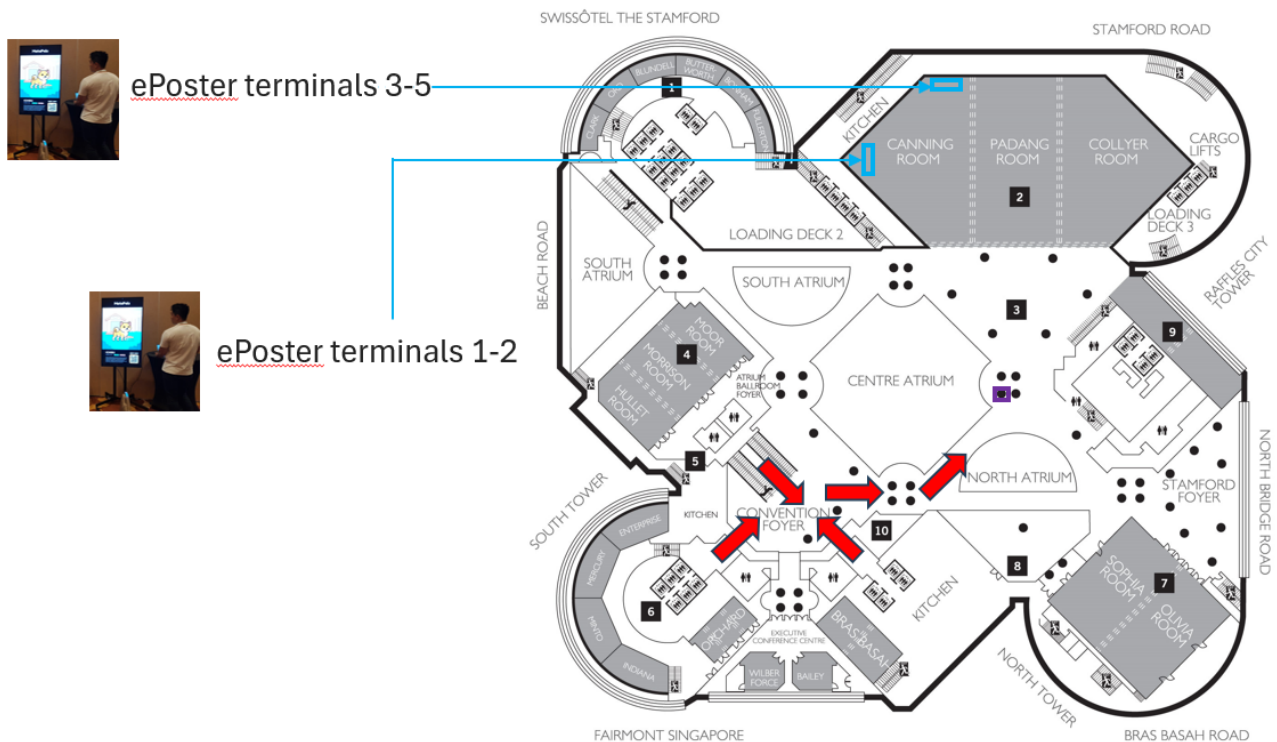
ePoster terminals location

Please refer to the plan below to find your terminal in the exhibition hall. Refer to your number in the Learning Toolbox.
For example:

Group 2.4 Presenter 6

means that you are speaking as Presener 6 in Poster Session 2, terminal 4.

Exhibition Hall: ePoster Terminals

ePoster terminals 3-5

ePoster terminals 1-2
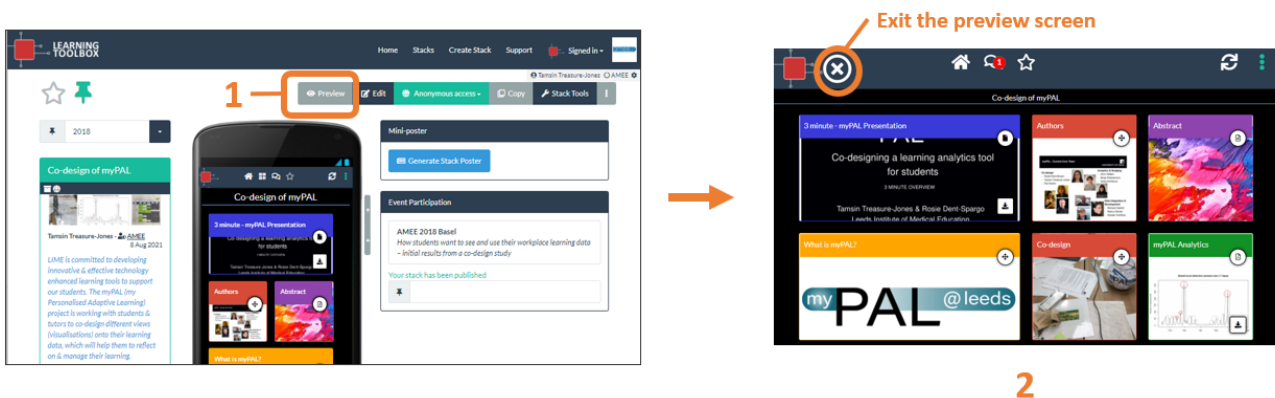
Tips on presenting your ePoster

- **Just give the highlights**. You usually only have a short time, so do not try to tell everything about your work. Just tell people the most interesting highlights/results - the story of your work.
- **Make sure that everything you need is inside your ePoster.** You will be presenting from your ePoster, so make sure that anything you want to show is in your ePoster stack.
- **Tell people what else they can find inside your ePoster** but you do not need to show everything during the presentation. If you have a lot of content in your ePoster then you will not have time to show it all during the presentation – please make sure to display the ePoster itself during your

presentation. But you can tell people where they can find more in the ePoster. Delegates can explore your full ePoster before and after your presentation.

Practising your presentation

Presenting with ePosters is new, so we recommend you practise.

You can practise this on your own computer before the conference. Open your ePoster stack in Learning Toolbox, then click on **Preview (1)** to open and present your ePoster. The preview **(2)** is what will show when you open your ePoster from the showcase during the presentation session. It is also what delegates will see when they open your ePoster.
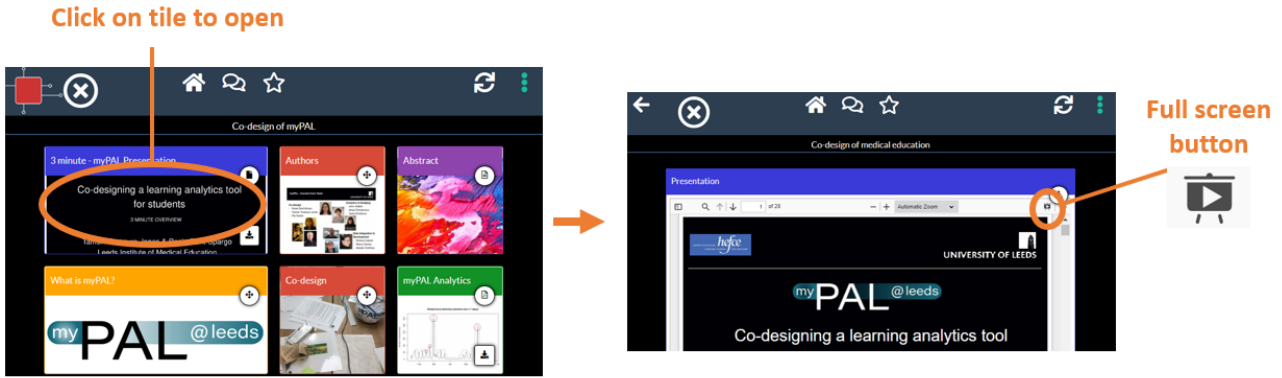

You can then **click on any tile** in your ePoster to open and present its content. So during your live presentation you can click on the tiles to choose which parts of your ePoster stack's content to open and show. When you finish your ePoster presentation then click on the X button to close your ePoster.

If one of your co-authors is presenting then please [share you ePoster's web address link](#) with them so that they can view the ePoster and practice presenting. If the conference's ePoster showcase website is already open then they can also find your ePoster on there, open it and practise presenting directly from the showcase.

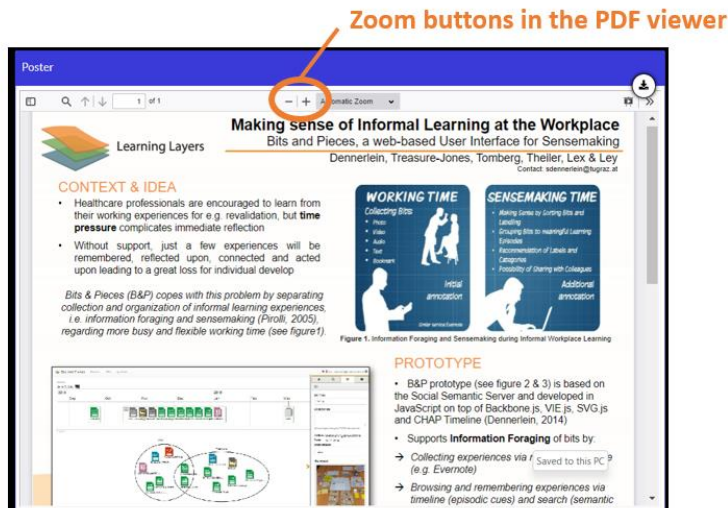## Additional hints and tips on presenting certain file types

Showing a presentation file in full screen

Many people include a short PowerPoint presentation in their ePoster and present that during the live presentation. If you have a presentation file in your ePoster stack then **click on its tile** to open it in the PDF viewer. You can then **click on the full-screen button** to show the presentation in full-screen view and click through it as normal. To exit the full-screen view click on your keyboard's Esc key.

Full screen button

Zooming in and out of a large poster file

It is not possible to zoom in and out of a file once it is opened in full screen. But you can use the Zoom buttons and the mouse to zoom in and out of a file when viewing it in the PDF viewer. If you are using a touchscreen then pinch and zoom movements will also work in the PDF viewer. We would recommend caution when using Zoom onsite since the response speed will depend on the WIFI bandwidth.

Zoom buttons in the PDF viewer

Presentations with animations

If your presentation file has animations in it that they will not show in the PDF viewer. If it is important to you to use these animations in your presentation you can click on the download button and download your original PowerPoint file and present from that. However, we recommend caution when doing this onsite as some of your presentation time will be used up by the time it takes to download that file and open it in PowerPoint.

Download button