

ACS Medical Student Program

Poster Guidelines

Any questions or concerns?

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Format

- **Posters must contain no more than 5 slides maximum.** The first slide should be a title slide that includes your name and institution. Each of the other slides should address one section of your abstract (Introduction, Methods, Results, Conclusions). If references are included, they should be listed as small footnotes at the bottom of the relevant slide(s).
- **You must ensure you have the legal and appropriate permission to display any image, table, or other element subject to US copyright laws.** This includes the intellectual property of your institution, as well: please confirm you have permission to use it.
- **Posters must be uploaded to American College of Surgeons as a single, multi-page PDF file.** Each page should contain a single slide. *See following pages for more guidance.*
- **Posters must not include any rich media (e.g. video, audio, interactive) or hyperlinks.**
- **Aspect ratio for all posters is 16:9.** *See following pages for more guidance.*
- **Posters must be uploaded through the ACS Portal by October 7, 2022.**

Below are specific instructions on how to adjust the aspect ratio of your slides and export your poster as a PDF file using the following software: Microsoft's **PowerPoint**, Apple's **Keynote**, and **Google Slides**. If you're using different software (e.g. LibreOffice's **Impress**, **Prezi**), please refer to your 'Help' or 'Support' documentation for guidance. If you run into any problems, contact Cassie Buchignani right away.

Using Microsoft's PowerPoint:

1. Before you start designing your poster, make sure the aspect ratio is 16:9.
 - a. If you're using the 2013 version of PowerPoint or newer, the default aspect ratio for a new document is 16:9. Confirm this by selecting 'Design' > 'Slide Size' > 'Widescreen (16:9)'.
 - b. If you're using an earlier version of PowerPoint, you'll need to adjust the aspect ratio before you begin. Do this by selecting 'Design' > 'Page Setup' > 'Slides sized for:' > 'On-screen Show (16:9)'.
2. Design and save your poster.
3. Save your poster as a PDF file.
 - a. Select 'File' > 'Export'
 - b. Name your file according to the prescribed format on Page 1.
 - c. Choose a location to save your file where it will be easy to find (your 'Desktop' is a good choice).
 - d. Select 'PDF' from the 'File Format:' menu.
 - e. Click the 'Export' button.

Using Apple's Keynote:

1. Before you start designing your poster, make sure the aspect ratio is 16:9.
 - a. When creating a new document: On the 'Choose a Theme' panel, there's a dropdown menu in the top right corner that lets you select an aspect ratio. Select 'Wide (16:9)'.
 - b. Within an existing document: Select the 'Document' tab on the 'Inspector'. Under 'Slide Size', select 'Widescreen (16:9)' from the dropdown menu.
2. Design and save your poster.
3. Save your poster as a PDF file.
 - a. Select 'File' > 'Export To' > 'PDF'.
 - b. Make sure that all of the following options are **UNchecked**: 'Include presenter notes', 'Include skipped slides', 'Print each stage of builds', 'Include comments', and 'Require password to open'.
 - c. For 'Image Quality:', it's recommended that you choose 'Best'.
 - d. Click the 'Next...' button.
 - e. Name your file according to the prescribed format on Page 1.
 - f. Choose a location to save your file where it will be easy to find (your 'Desktop' is a good choice).
 - g. Click the 'Export' button.

Using Google Slides:

1. Before you start designing your e-Poster, make sure the aspect ratio is 16:9.
 - a. Select 'File' > 'Page setup'.
 - b. Select 'Widescreen 16:9' from the dropdown menu and then click the 'Apply' button.
2. Design and save your poster.
3. Save your e-Poster as a PDF file.
 - a. Select 'File' > 'Download' > 'PDF Document (.pdf)'
 - b. If the file automatically downloads: you will find the file in the folder you have selected as your download folder for your internet browser. The file's name will be the same as the title you gave your presentation. Change it to match the format above.
 - c. If a panel appears with further options: Name your file according to the prescribed format on Page 1 and choose a save location that you can easily find. Make sure the file format is set to 'Portable Document Format' or 'PDF' and click the 'Save' button.