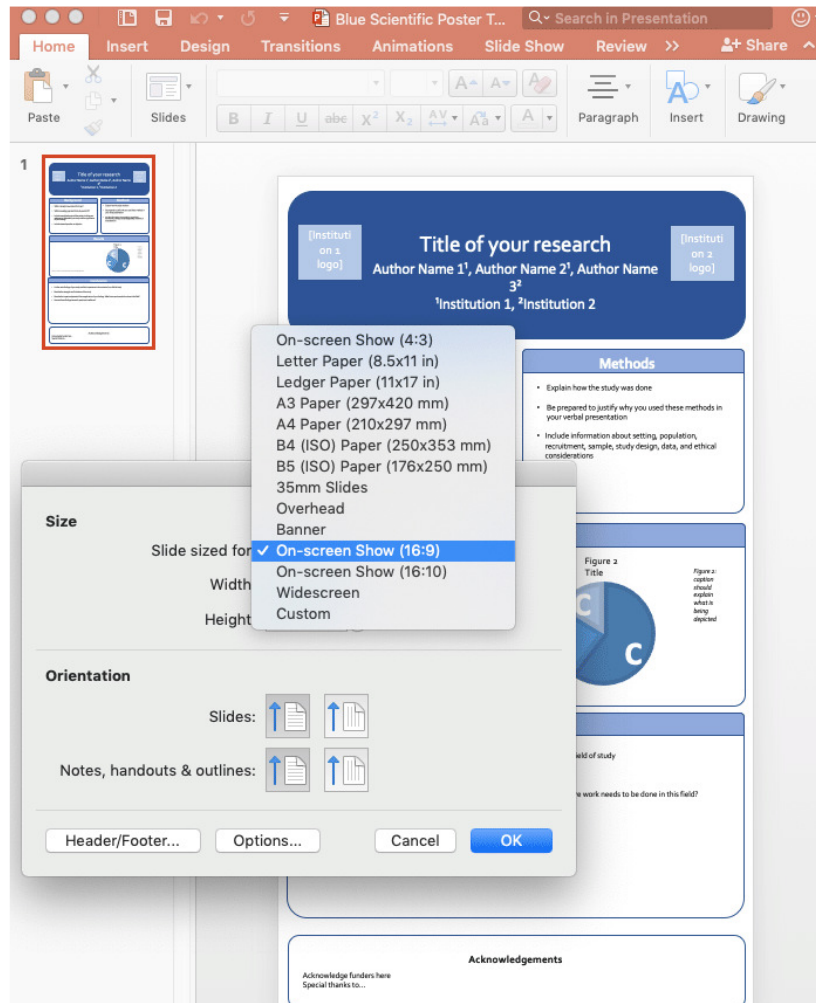# e-POSTER PRESENTATIONS: Design Guidelines, Upload Instructions

e-Poster DESIGN SPECIFICATIONS:

→ **DISPLAY:** We will be using jumbo electronic ePoster boards with touch screens to showcase all e-posters on site at the CSS Conference. Our e-poster gallery will also be available for viewing online for the remainder of this year for all Conference registrants.

→ **DESIGN:** Please use your own design and colour scheme.

→ **SAVE:** Save your e-poster as a **.pdf file**. No other format will be accepted.

→ **FORMAT:** Format your e-poster using the **PORTRAIT orientation** for an **On-screen Show (16:9)**. Refer to the PowerPoint image below.

→ **SIZE:** A **one-page** .pdf file is required with a **maximum file size of 15 MB**

→ **UPLOAD:** When your final e-poster is ready, please **UPLOAD** it online following the instructions below on **page 2**.

SAMPLE ePOSTER: Download this **.pptx template** sample (for sizing purposes ONLY)**.**
https://spinecanada.ca/wp-content/uploads/2025/01/scientific_poster_template_portrait.pptx

UPLOADING YOUR e-POSTER:

→   **Deadline** for e-posters to be uploaded: **FEBRUARY 23**

→   **Changes** cannot be made to your abstract e-poster after Feb/23

→   **Login** to your Oxford Abstracts account: **https://auth.oxfordabstracts.com**

→   You will need to **amend** your submission to upload your e-poster file

→   **Click** the **red EDIT** button for the abstract you wish to add the poster to

→   Upload your e-poster file

→   Only **.pdf files** are accepted

→   **Click** the **red SUBMIT** button at the bottom to complete the process

→   **Repeat** this process for **each abstract** you are presenting as an e-poster

→   **REMEMBER** to upload your **COI Form** while amending your submission (see page 3 below for details and instructions)

→   **Step-by-step** instructions on how to login and amend your submission can be found here: **https://help.oxfordabstracts.com/knowledge/editing-a-submission**

QUESTIONS? NEED ASSISTANCE?

Carey Meyers, CSS Registrar and Executive Assistant

registration@spinecanada.ca

Jennifer Edwards, Director of Operations
css@spinecanada.ca

…see next page for information regarding **Presenter Deadlines** form and to VIEW Links to the CSS Conference Program Schedule and Presentation Lists for all abstracts

PRESENTER DEADLINES & EXPECTATIONS

FEBRUARY 7 - PRESENTER NAME CHANGES

Any changes or corrections regarding the presenter's name listed for your abstract must be sent to the CSS office no later than February 7. Please ensure spelling is shown correctly.

View Presentation Lists - ePOSTERS:
https://spinecanada.ca/wp-content/uploads/2025/01/ePOSTERS-Presentation-List-Jan-14-2025.pdf

View Presentation Lists - PODIUM:
https://spinecanada.ca/wp-content/uploads/2025/01/PODIUM-Presentation-List-Jan-14-2025.pdf

View CSS 2025 PROGRAM SCHEDULE:
https://virtual.oxfordabstracts.com/ - /e/css2025/program

FEBRUARY 10 - REGISTRATION Deadline

All Presenters are expected to register for the Conference.
*A $75 late fee will be applied to all registrations received after February 10, 2025.

REGISTER NOW: https://register.oxfordabstracts.com/event/74094

FEBRUARY 23 - DISCLOSURE of COI FORM UPLOAD DUE

Your COI Form must be completed and **uploaded** into Oxford Abstracts for **each abstract** you are presenting by February 23.

The same completed form can be used for multiple abstracts. Instructions are attached regarding how to upload your form properly.

NOTE: This process has changed from previous years; please do NOT email your form.

DISCLOSURE of COI – Information and Upload Instructions:
https://spinecanada.ca/wp-content/uploads/2025/01/COI-Form-Instructions-2025.pdf

DISCLOSURE of COI – Blank Form:
https://spinecanada.ca/wp-content/uploads/2025/01/2025COIForm.pdf

IMPORTANT   FEBRUARY 23 – Abstract Presentations: UPLOAD DUE

All podium and e-poster abstract presentations **MUST be uploaded IN ADVANCE** of the CSS Conference using the **Oxford Abstracts online system**. After Feb/23 **no changes** will be able to be made. There will not be a Speaker Ready Area nor USB keys being used at the CSS Conference this year. All abstract presentations must be uploaded online as directed on the instructions page.

LOGIN to Oxford Abstracts: https://auth.oxfordabstracts.com/