



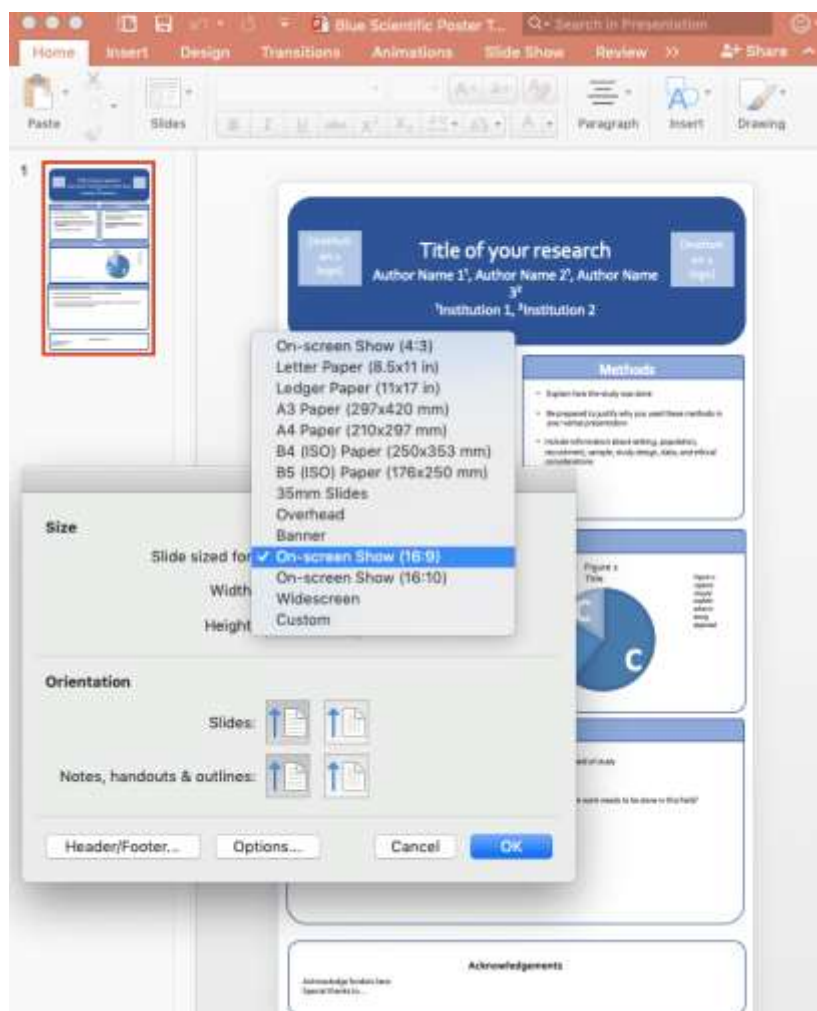
# e-POSTER GALLERY PRESENTATIONS:

## 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](https://spinecanada.ca/wp-content/uploads/2025/01/scientific_poster_template_portrait.pptx)



## UPLOADING YOUR e-POSTER:

- **Deadline** for e-posters to be uploaded: **MARCH 1**
- **Changes** cannot be made to your abstract e-poster after March 1
- **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](mailto:registration@spinecanada.ca)

Jennifer Edwards, CSS Director of Operations

[css@spinecanada.ca](mailto:css@spinecanada.ca)



## e-Poster Gallery Presentations

The e-posters will be presented on our jumbo interactive touch screens in designated e-Poster Gallery areas for the duration of the Conference. The screens and e-Poster Gallery will be available for access by all attendees.

Please note that there will be no formal presentation session for e-posters. Instead, your e-poster will be available for viewing in the Gallery areas during Conference hours. Plan to visit the e-poster Gallery areas frequently during the Conference. You are welcome to personally highlight your e-poster, initiate discussions and answer questions in the Gallery areas at any time during Conference hours.

As your e-poster has been selected for inclusion in this year's Conference, **it is mandatory that at least one author is registered for and attends the meeting.**

e-Posters will also be posted on the CSS Conference website before, during and after the Conference and included in the post-event *Canadian Journal of Surgery* publication.

The CSS has an annual **Best Overall e-Poster Presentation Award** (\$500) that all participating e-posters will be considered for.



## e-POSTER GALLERY Presentations - DEADLINES & NOTABLES

### **JANUARY 23** – HOTEL RESERVATIONS

The deadline to book Hotel Reservations in the CSS block is Jan/23 but rooms may sell out before then

**Fairmont Reservations Team 1-833-762-6866**

Be sure to indicate that you are with the Canadian Spine Society to receive our group rates.

**GROUP CODE: 0226SPINE**

*If you have any issues reserving your hotel room, please reach out to  
Jennifer Edwards, CSS Director of Operations for assistance [css@spinecanada.ca](mailto:css@spinecanada.ca)*

### **JANUARY 31** – Confirm EPOSTER Participation

In order to have your ePoster included at our Conference, **we need to hear from you first**. Simply email [css@spinecanada.ca](mailto:css@spinecanada.ca) and quote your **ABSTRACT ID** number and confirm your eposter participation. If we do **NOT** hear from you by Jan/31 we will remove your abstract from the Conference by default.

### **FEBRUARY 2** - PRESENTER NAME CHANGES

Any changes or corrections regarding the presenter's name listed for your e-poster must be sent to the CSS office no later than **February 2**. Please ensure spelling is shown correctly.

**View Presentation List – e-Poster Gallery:**

<https://spinecanada.ca/wp-content/uploads/2026/01/EPOSTERSPresentationListJan72026.pdf>

**View CSS 2026 PROGRAM SCHEDULE** - <https://www.cssconference.ca/>

### **FEBRUARY 13** - REGISTRATION Deadline

All Presenters are expected to register for the Conference.

**\*A \$75 LATE FEE** will be applied to all registrations received after February 13, 2026

**REGISTER NOW:** <https://www.cssconference.ca/>

### **MARCH 1** - DISCLOSURE of COI FORM UPLOAD DUE

Your COI Form must be completed and **uploaded** into Oxford Abstracts for all abstracts you are presenting by **March 1, 2026**. The same form can be used for multiple presentations. Use the LINK below to access the **step-by-step instructions** for how to upload your form.

**Disclosure of Conflict Of Interest (COI) – INSTRUCTIONS & INFO:**

<https://spinecanada.ca/wp-content/uploads/2026/01/COI-Form-InstructionsCSS.pdf>

**Disclosure of Conflict Of Interest (COI) – BLANK FORM:**

<https://spinecanada.ca/wp-content/uploads/2025/12/2026CSSCOIForm.pdf>

### **\*IMPORTANT\*** **MARCH 1** – Abstract Presentations: UPLOADS DUE

All podium and e-poster abstract presentations **are required to be uploaded IN ADVANCE** of the CSS Conference using the **Oxford Abstracts online system** as directed on the instructions page.

**LOGIN to Oxford Abstracts:** <https://auth.oxfordabstracts.com/>

