

Guidelines for Poster Presentations

*The First International Subtain University Medical Education Conference ISUMEC
Karbala, Iraq | October 25-27, 2025*

1. General Information

- Posters will be presented in **electronic format**.
- Each presenter will be allocated 5 minutes (3 minutes presentation + 2 minutes Q&A).
- One minute before the end of your presentation time, you will be notified. At exactly 3 minutes, your presentation will be stopped.
- Please keep to the allocated time strictly.

2. Poster Format

- language: **English**
- Posters must be prepared as **one PowerPoint slide (1 page only)**.
- Orientation: **Landscape (horizontal)**.
- Recommended slide size: **16:9 ratio** (default PowerPoint widescreen).
- File format: **.pptx**
- Please name your file as: **PP-Presentation ID-Presenter's Family Name.pptx**
(Example: *PP1-01-Akbari.pptx*)
- The presentation ID of each paper has been provided in the detailed conference program. Please visit the conference website, download the program, and note your presentation ID.

3. Design Recommendations

- Use **clear fonts** (e.g., Arial, Calibri) with a size of **24-32 pt** for readability.
- Include the following sections:
 1. Title
 2. Authors and affiliations
 3. Introduction / Background
 4. Objectives
 5. Methods
 6. Results
 7. Conclusion
- **Important:** Only **one slide is allowed** for all the above sections.
- The Poster Presentations template and official conference logos are available on the website. Presenters are kindly recommended to use these resources when designing their file.
- Visuals (tables, graphs, images) are highly encouraged for clarity.
- Avoid excessive text; focus on **key findings and messages**.

5. Presentation Guidelines

- Presenters must arrive in the presentation hall **30 minutes before their session**.
- The Preview Room will be active from the beginning of the conference. You can visit the Preview Room at any time to upload your presentation with the assistance of the technical team.
- Technical staff will be available in the Preview Room for slide testing. Please note that slides cannot be changed inside the presentation hall. Any replacement or upload of slides must be done exclusively through the Preview Room. Slides will only be uploaded onto laptops via the Preview Room.
- Presentations will be displayed on the conference screen directly from the submitted files.
- When you enter the hall, please introduce yourself to the session chair.
- After the start of the session, due to time limitations, no new slide will be accepted on the computer. Presentations without uploaded files will be considered withdrawn.
- The poster presentations will be evaluated by the conference Review Panel, and award will be presented to the best presentation during the closing ceremony.

6. Contact

For questions or additional information, please contact us via **Telegram** at:
[@Karrar_AlAjaki](https://www.telegram.me/Karrar_AlAjaki)