

# AIRWAY 2024

## 7th International Airway Congress of AMF (IACON)

### Guidelines for E-Poster Competition

#### 1. ABSTRACT:

a) Format of Abstract:

- **Title:** It should be self-explanatory regarding the content of the presentation.
- **Credits:** Name(s) of presenter(s) and the institution should be mentioned clearly.
- **Implication statement:** Briefly mention the clinical relevance of the poster being presented
- **Main body:**

For study- Background, Methods, Results, Discussion, Conclusions and up to 5 references

For case report- Introduction, Case, Discussion, Conclusions and up to 5 references

b) The **word limit** of the abstract is limited to **300 words**.

c) The abstract should be submitted by email to [airwaycongress2024@gmail.com](mailto:airwaycongress2024@gmail.com),  
[airway.amf@gmail.com](mailto:airway.amf@gmail.com)

d) Last date for submission of abstract: **15<sup>th</sup> August 2024, 23.59hrs.**

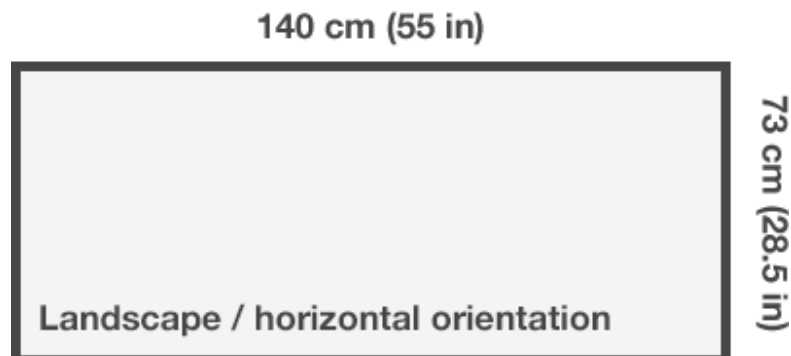
#### 2. ELIGIBILITY CRITERIA FOR PARTICIPATION:

**Registration for the CME is a must** for participation in the e-poster competition.

#### 3. E-POSTER FORMAT:

##### a) Creating your e-poster

These instructions are written for PowerPoint, but are applicable to *any* other software you may wish to use. Use PowerPoint 2007 or newer, and set the dimensions of your poster to: **140 cm (55 in) width x 73 cm (28.5 in) height**, in **landscape orientation**.



b) Number of slides: **ONLY One (1)**.

- c) Make sure your text and background have a **large contrast** (dark lettering on a light background or the reverse).
- d) It's advised that for electronic posters to be read on-screen, a minimum 24-28 point size (or bigger) for body text fonts is used, to ensure optimal legibility from the usual distance of 3-5 ft. A little larger text (e.g., 32 point size) will provide even more comfortable reading.
- e) Recommended font types- Calibri, Arial, Tahoma, Times New Roman.
- f) Posters should include a title, name and affiliation of the presenter/ presenters. Presenting author should be highlighted.
- g) Use bulleted lists where possible instead of paragraphs.
- h) For embedded images .jpeg or .png file formats in a resolution of 72 or 96 dpi are preferred.
- i) Do not use animated effects, "animations" and videos.
- j) Before submitting, save your poster as a **PDF file**. All recent versions of PowerPoint and most other software applications allow you to save your poster as a PDF file from the "File > Save as" menu or through the "File > Print > as .PDF" option. **Submit as a PDF file only.**

#### **4. IMPORTANT INSTRUCTIONS FOR PRESENTATION:**

- a) Each participant will be allotted a total of **4 minutes** for the **presentation and discussion**. The presentation will be blanked out automatically at the end of four minutes. The more time one takes for presentation, the less will be available for discussion!
- b) Your complete poster will be assessed by the judges in advance, **so send your poster (PDF; SINGLE slide ≤40MB in size) by 30<sup>th</sup> August 2024, 23:59hrs** by email to [airwaycongress2024@gmail.com](mailto:airwaycongress2024@gmail.com), [airway.amf@gmail.com](mailto:airway.amf@gmail.com)
- c) The poster, once submitted, can be modified up to **30<sup>th</sup> August 2024, 23:59hrs** on written request to Poster Coordination Committee at [airwaycongress2024@gmail.com](mailto:airwaycongress2024@gmail.com), [airway.amf@gmail.com](mailto:airway.amf@gmail.com). Subsequently the poster would not be accessible for any changes
- a) The participants should check their presentation with the audio-visual team before the start of the competition.
- b) Time lost in any technical glitch during the competition will then be the responsibility of the AV team and duly compensated.

#### **5. PRIZES:**

- All participants will get certificates of participation
- **Best three e-Posters** selected by the judges will be given certificate of appreciation to that effect along with attractive prizes.
- Decision of coordination committee and judges will be final.

**6. INTELLECTUAL PROPERTY RIGHTS DISCLAIMER:**

All the rights regarding the presentation shall remain with the presenters and the organizers will take all possible care of the intellectual property rights of the participants.

Warm Regards

E-Poster Competition Coordination Committee, Airway 2024 (AMF)