How to prepare your e-POSTER for the Commented poster presentation:

Preparation of the e-poster

- Please prepare your e-poster in these dimensions as a portrait – **67 × 96 cm** (width × height, **in portrait orientation**). If you're more comfortable with pixel resolution, use 1080 × 1550 px.
- The e-poster must always be one page only.
- Save the final e-poster as a PDF file (**Standard format publishing online and printing**).
- You can download the **UEP** e-poster template **here**: https://www.uep2025.com/instructions-for-presenters/

Important Dates for authors:

Information	Date
Deadline for online submission of the poster:	26 May 2025
Online approval Deadline:	30 May 2025

Note: Only e-posters uploaded by 26 May 2025, will be eligible for the Best Commented e-Poster Award.

Presenting Commented e-poster:

- The presentation will take place in the e-poster section.
- Your e-poster will be displayed on the e-poster kiosk
- A handheld wireless microphone will be available
- **We kindly ask all the speakers to keep the time of their e-poster presentations: 3 minutes for the presentation and 2 minutes for Q&A.**

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How to work with the UEP Congress Platform:

Important information

- Visit the congress platform available here: **https://uep2025.gcon.me/**
- Log in to the platform using the same e-mail address you used to register for the congress.
- Upload your presentation.

Login to the platform

- In the top right corner – select **Login**.
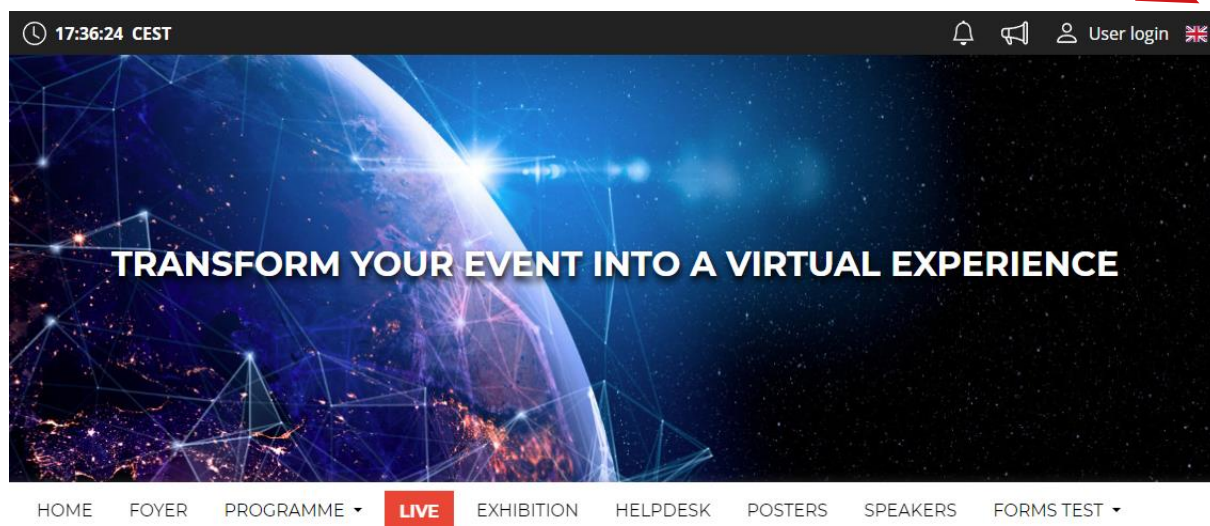
- Log in with your e-mail and password.
- The first time you log in, you will be asked to enter your password, which will be sent to the e-mail you used to register. You can then change your password on your personal page.

Personal Page

- Manage your profile under the section with your name – "Personal page"
- Please fill in your personal profile and upload your photo

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- On your personal page, you can find:
  - Personal Info
  - Networking
  - News, Notifications
  - Personal Programme
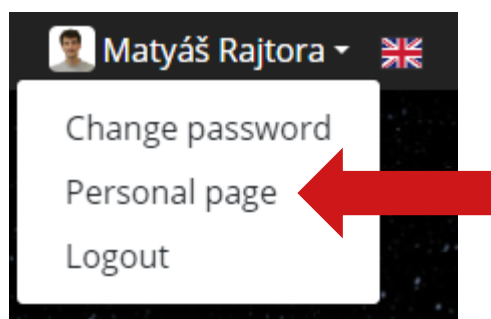 - Presentation upload
  - Certificates
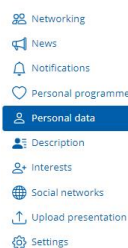
Networking

- The "Networking" function enables you to communicate with other speakers and participants.
- Using Networking:
  - You can access Networking by clicking on the "envelope" icon in the top right corner of the screen.
  - You can then search for speakers or participants and send them a message.
  - Feel free to use the platform and communicate with other speakers even in advance before the conference.
  - If you don't want to be messaged, you can turn off the networking feature in your profile settings.
- We don't share any contact details or personal information; communication is managed only through the UEP Congress Platform.

How to submit your e-poster online:

Uploading a poster to the platform

- Upload your poster directly to the platform.
- After logging in, go to the 'Personal Page' found in the top right corner under your name.

- To upload a presentation, click on "Upload poster".
- Select your poster file from your computer and upload it.
- The size of the poster must be no larger than 200 MB.

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- The supported file type is PDF.
- **Deadline for online submission of the poster – 26 May 2025.** Only e-posters uploaded by this date will be eligible for the Best Commented e-Poster Award.
- E-posters will be approved only from a technical point of view. Authors are responsible for the poster content. Poster Authors will be notified in case of any issues.

In case of problems, contact technical support at the following e-mail address:
rajtora@guarant.cz