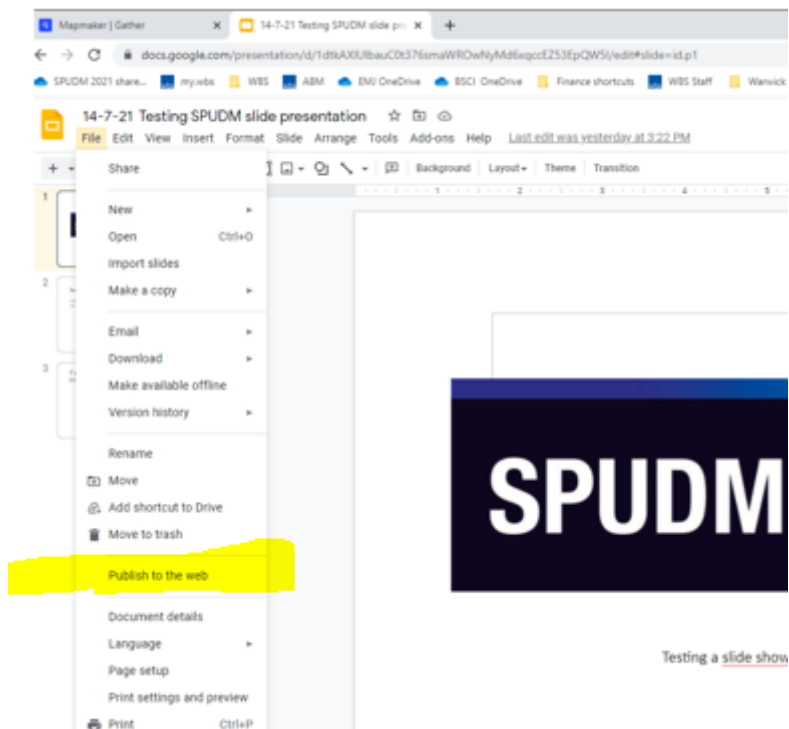




## Formatting Posters for Submission

### Option 1: Google Slides Link Submission

- Design your poster as a slide.
- Save to Google Slides
- Go to File > Publish to the Web (highlighted below)



- Check that you see PUBLISHED as circled in the screenshot below. Once you do, copy the link to paste into email

## Publish to the web



This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

Link

Embed




Auto-advance slides:

every 3 seconds (default) ▾

☐ Start slideshow as soon as the player loads

☐ Restart the slideshow after the last slide

<https://docs.google.com/presentation/d/e/2PACX-1vTi6YZJL4EPo8X2Dhju3S>

Or share this link using:   

Published

▼ Published content & settings

Stop publishing

- Example link from published slide:

[https://docs.google.com/presentation/d/e/2PACX-1vTi6YZJL4EPo8X2Dhju3S5rpNQ7jMGFMLiP88jMqKKwuOlRZMb2EWneECZB6UAAssTC8qqKnI\\_7MBXM/pub?start=false&loop=false&delayms=3000](https://docs.google.com/presentation/d/e/2PACX-1vTi6YZJL4EPo8X2Dhju3S5rpNQ7jMGFMLiP88jMqKKwuOlRZMb2EWneECZB6UAAssTC8qqKnI_7MBXM/pub?start=false&loop=false&delayms=3000)

- Copy and paste this link into a document with your submission ID number, Last Name, First Name and short poster title. Save the document using this naming convention **your submission ID number - presenter 1's last name - brief poster title** and upload the document to [files.warwick](https://files.warwick.ac.uk/spudm2021posters/sendto) [https://files.warwick.ac.uk/spudm2021posters/sendto] by **1200 hrs BST on Monday 9 August** at the latest. Early submissions are of course most welcome.

We hope this option will be convenient – it is the preferable choice for us.

## Option 2 - .JPG or .PNG Poster and Thumbnail (2 submissions)

### Format Restrictions

#### Main document:

- .png or .jpg format are the only file types that may be used
- Minimum width is 1000px (26.46cm)
- Minimum height is 600px (15.88cm)
- Maximum file size is 3MB
- No transparent background.

#### Preview “thumbnail” document:

- .png or .jpg format only
- A copy of the main poster document that has been made smaller
- Recommended width is half of the main document
- Recommended height is half of the main document.

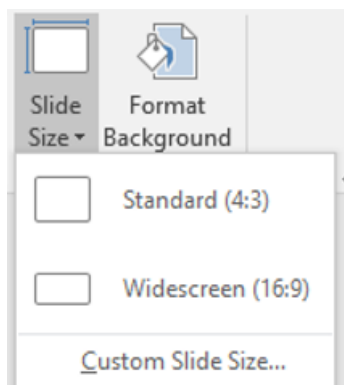
### Resizing your poster to fit the dimension requirements:

The simplest way to edit the dimensions of a poster is using a slideshow editor such as PowerPoint, following the steps below:

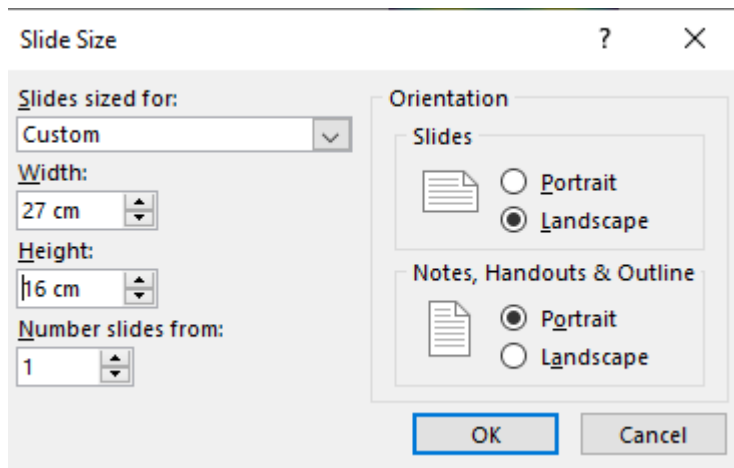
1. Select the **Design** tab of the toolbar ribbon.
2. Select **Slide Size** icon near the far right end of the toolbar.



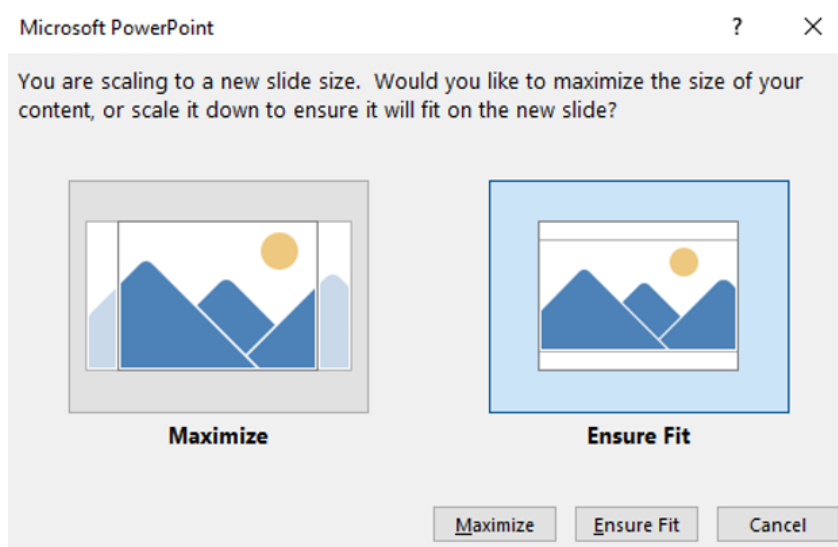
3. Select **Custom Slide Size**.



4. Change the **Width** and **Height** to be slightly larger than the minimum size guidelines above (26.46cm and 15.88cm) and click okay.



5. Click **Ensure Fit** to make sure the resizing doesn't distort your poster.



6. Save as a .jpg or .png as submission ID number - last name – brief poster title (your submission ID number was sent to you in notification of acceptance email).
7. Repeat to create the preview poster with half of the width and height.
8. Save as .jpg or .png as at point 6 above with preview in the title.

Example: you would save two files named 301-Ludvig-RiskMemory.png and 301-Ludvig-Preview-RiskMemory.png.

## Submitting your poster:

Please upload your two .png or .jpg images, or a document with the google link, to [files.warwick](https://files.warwick.ac.uk/#:~:text=https%3A//files.warwick.ac.uk/spudm2021posters/sendto) <https://files.warwick.ac.uk/#:~:text=https%3A//files.warwick.ac.uk/spudm2021posters/sendto> by 1200 hrs BST on Monday 9 August at the latest. Early submissions are of course most welcome.

Please help us to avoid confusion by using the naming convention outlined below.

For .png or .jpg submissions:

- **your submission ID number-presenter 1's last name-poster - brief poster title**  
  
and
- **your submission ID number-presenter 1's last name - preview - brief poster title**

As an example, this would entail uploading two files named 301-Ludvig-RiskMemory.png and 301-Ludvig-Preview-RiskMemory.png to the link provided above.

For submissions via Google link:

- **your submission ID number - presenter 1's last name - brief poster title**

We very much look forward to receiving your submission and if you have any issues please contact us as usual, on [spudm2021@wbs.ac.uk](mailto:spudm2021@wbs.ac.uk)