**Notes for Preparing Poster Presentations**

Due to the limited space available in the form of a poster for inserting the content, the presenters are required to carefully study the following instructions and prepare the posters accordingly:

1- Posters should be prepared in English.

2- To send the contents of the poster, please use the default parts provided in the help file (in Word software) and embed the contents, images and figures in the default format.

3- Please save the poster as a PDF file and embed it in a zip file titled “Main File” along with the article abstract in PDF and Word formats. Then upload the file using the "Send the first file" section in the user panel from the "Article status" section. The maximum size of the zipped file in this section is 30 MB.

4. Abstracts of the submissions should be prepared in English according to the sample article on the first page of the website "Abstract Template".

5- Using different colors and themes in the poster is optional.

6- In the poster section, in the first box, before the names of the authors, put the title of the conference and also the logo of Zanjan University of Medical Sciences on the left side and the logo of the conference on the right side.

7- The main content of the poster should be prepared with “Times New Roman” font size 14 and line spacing of 0.1 on A3 paper with Normal margin spacing (2.54 cm around).

8- The code received from the article registration panel must be inserted in the indicated part (Article Code).

9- The space allocated to each part includes text and image and the content of the text should be reduced as much as the images are added.

10- The title and the names of the presenters should be typed in the specified place using “Times New Roman” font.

11- All graphs and tables should be included inside the text as images with appropriate resolution (DPI 300).

12- In addition to uploading the poster file, poster presenters should also upload a video explaining the content of the poster in their user panel in the "Send a second file" section.

13- The preferred language in recording the videos is "English".

14- The duration of the video should be 2 to 5 minutes.

15. The maximum size of the video is 60 MB with resolution of 480p prepared in mp4 format. Please save it in a zipped folder and then upload it.