

FEBRUARY 20-22

STCAM

2025
south texas chapter annual meeting

South Texas Chapter
ACS Chapters American College of Surgeons

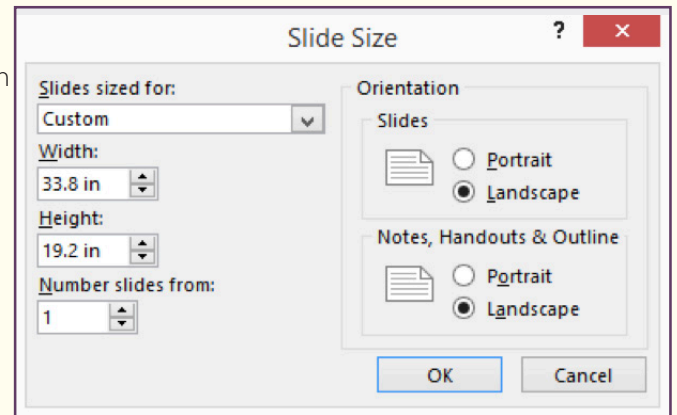


ePoster Guidelines

STEP #1: Set Page Size for your PowerPoint ePoster

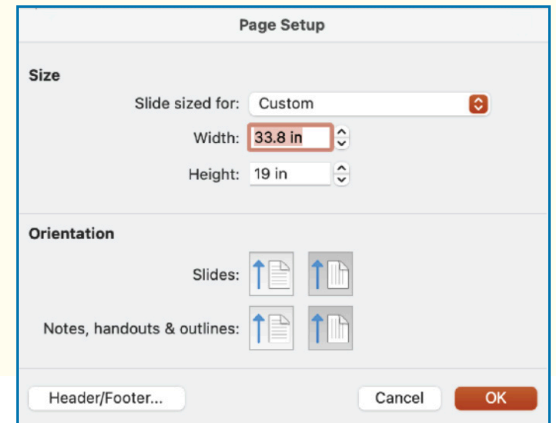
PC WINDOWS

- 1) Go to the "Design Tab" click on "Slide Size", on the drop-down menu, then click "Slide sized for:" set it to: "Custom"
- 2) Set "width" to 33.8" then set "Height" to 19.0"
- 3) This setting is critical for proper sizing
- 4) Set to "Landscape orientation".
- 5) Click "OK" to finalize.
- 6) For PC's: To be safe, save your fonts.
- 7) In PowerPoint go to "Options" then to "Save" then at bottom of "Options" set to "Embed Fonts in file".



MAC (PowerPoint for Mac version 16.50)

- 1) Go to the "Design" tab, then click on "Slide Size"
- 2) Select "Page Setup" then set the "width" to "33.8 in" then set "height" to 19 in"
- 3) These are critical required settings.
- 4) Set to landscape by clicking on the right horizontal orientation icon.
- 5) Click "OK" to finalize



STEP #2: Build Your PowerPoint ePoster

- 1) Build your ePoster as a single slide.
- 2) You can insert a video(s) anywhere in the slide.
- 3) You then need to add animation commands to play the video automatically.
- 4) Save as a .PPT or PPTX.

STEP #3: Submit

Step 3 - Submit

After following the above specifics, you now have a rather large slide to create your ePoster. Save as .PPT or .PPTX file and submit. Save your ePoster by your poster number then your last name. For example: 1-Smith

Upload your poster to Dropbox using this link, [click here](#). **Due Sunday, February 2, 2025.**

Questions? Email janna@southtexasacs.org.