

SC14

ePoster Instructions

November 2014

Introduction

Group Delphi will coordinate this collaborative ePoster project between the various labs. Each lab will create its own posters using the templates and specs provided. Group Delphi will be rebuilding the template posters in Intuiface and create a multi-touch interactive program for the booth. We will offer opportunities to review and approve the touchscreen content. Schedule TBD.

Contact Information

Keyv Vona Media Producer, Group Delphi
T 510-749-1253 | M 510-759-3866 | Keyv.Vona@groupdelphi.com
Contact Keyv with questions about the touch screen content development.

David Lund Account Executive, Group Delphi
T 510-749-1288 | David.Lund@groupdelphi.com
Contact Dave for questions about the show or booth.

Shannon Densmore Executive Producer, Group Delphi
T 510-749-1258 | Shannon.Densmore@groupdelphi.com
Contact Shannon if Keyv cannot be reached.





File Sharing and FTP

All ePosters and related assets will be held on Group Delphi’s server known as Egnyte. The web interface is fairly self-explanatory. Contact Kevy Vona if you have issues or questions.

Egnyte Web Browser Access

For smaller files (under 25MB)

<https://files.groupdelphi.com>

Username: lbnlusers

Password: 01cyclotron01

Egnyte FTP Access

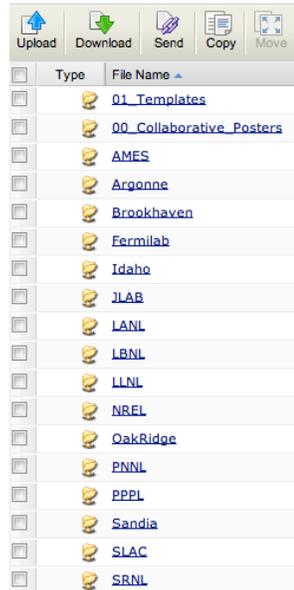
For larger files (over 25MB)

Use FTP software such as Cyberduck, Mozilla or Fetch:

<ftp-groupdelphi.egnyte.com>

Username: lbnlusers\$groupdelphi

Password: 01cyclotron01



File Names

File names should clearly reference the content, such as *name_of_study.jpg*. Avoid using vague file names like *Image1.jpg*.

Templates

On the Egnyte file server there’s a folder called /01_Templates. These are the background files for your ePosters. A variety of file types are available. (AI, PSD, JPG, EPS, PDF)

We can accept ePoster files in the following software applications:

- Adobe InDesign, Illustrator or Photoshop (keep it layered)
- Power Point
- PDF (as long as the text has not been rasterized)

If you prefer to use different software, please check with Kevy before you begin design. We will do our best to accommodate whatever works best for your team.

Design

Please choose **ONE (1)** of the 4 background templates to create all 6 of your posters. We’ll be devising a way to flip or slide between your 6 posters and it will look better if all of your backgrounds match.

- Place your preferred lab logo in the top right corner.
- The accent colors are sampled from the DOE green and blue. Please leave those colors as is.
- If you’d like to move the DOE logo to the lower left corner that is ok. Please leave it about this size though.



Asset Guidelines

PLEASE NOTE:

Deliver all images and video for your posters as separate files. We will be rebuilding these in IntuiFace and require the original assets.

ePoster Dimensions: 1080x1920 (vertical)

Font Requirements: Use the SAME font for all 6 posters. Use regular weight, not the thin or narrow fonts. Small type will be difficult to read. If possible try to use one of the following common fonts.

- Gill Sans - 20pt and up
- Calibri - 20pt and up
- Veranda - 18pt and up

Image Files: Deliver all images as separate files

- Limit of 4 images (or video) per ePoster
- We can accept JPEG, TIF, PNG, EPS, PSD, AI
- Dimensions can be up to 4000 pixels but try to keep the files under 50MB.
- Print resolution 300 dpi works best when zooming in
- Minimum resolution would be 72dpi

Lab Logos: Provide your Lab's Logo as a vector file (AI or EPS),

Video: Please provide short videos. Visitors will not usually watch a video that is more than a minute or two. IntuiFace offers the ability to PLAY and PAUSE videos but there will not be a progress bar to jump around within a video.

- Limit of 4 videos (or images) per ePoster
- HD resolution is preferred (1920x1080), but not required.
- Acceptable file formats: .mov, .mp4, .wmv
- If you would like to create a video from your Power Point deck, please have your internal graphics department create this and send us the final video file.

Web Links: We can open browser windows in IntuiFace. If you would like to be able to access a web link from your ePoster, please include the exact URL in the on screen text.

Credits and Acknowledgments

All ePosters will need some basic information. Please include some of this information on each poster.

Recommended text for each ePoster:

Name of Lab:
Project Title:
Research Summary: (250 Words max)
Image Captions and Credits: (keep captions short)
Funding Agency:
Funding Acknowledgement:

Optional text if applicable:

Pi or Contact:
Pi Institution | E-Mail Address:
Collaborators:
Science Domain:
Core Hours:
Architecture:
Resources Used: