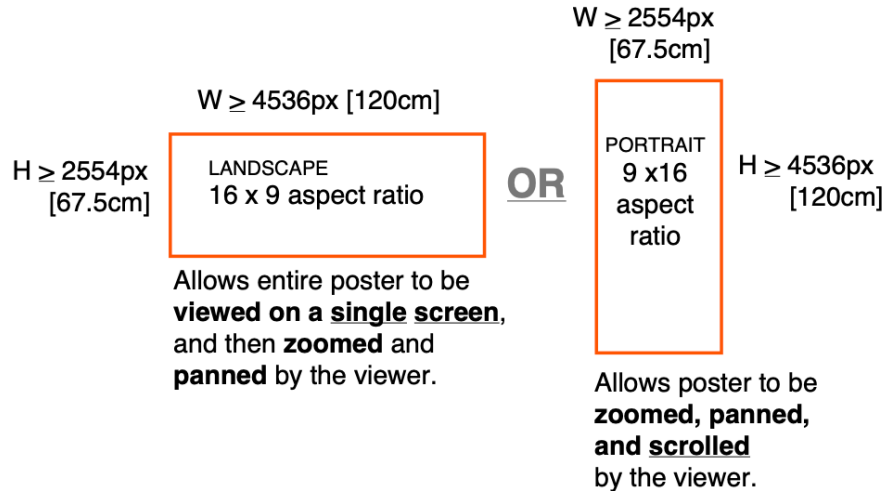# Instructions for Poster Formatting:

Format Restrictions
Main document:

- **.jpg or .png format** are the only file type that may be used.
- **Minimum** width is 4536px (120cm), **Minimum** height is 2554px (67.5cm) - Landscape
- **Or the other way around** - Portrait
- **Maximum file size** is 3MB.
- No transparent background.

Aspect ratios other than 16x9 or 9x16 are acceptable, but for best results, use at least the minimum resolution/size (in px or cm) for the chosen orientation (landscape or portrait).

W ≥ 2554px
[67.5cm]

W ≥ 4536px [120cm]

H ≥ 2554px
[67.5cm]

LANDSCAPE
16 x 9 aspect ratio

OR

PORTRAIT
9 x16
aspect
ratio

H ≥ 4536px
[120cm]

Allows entire poster to be **viewed on a single screen**, and then **zoomed** and **panned** by the viewer.

Allows poster to be **zoomed, panned, and scrolled** by the viewer.

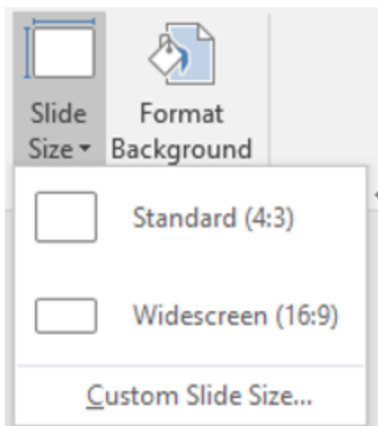# Resizing your poster to fit the dimension requirements

The most simple way to edit the dimensions of a poster is using a slideshow editor such as powerpoint or keynote. Here we'll show you step by step details on how to change your dimensions.
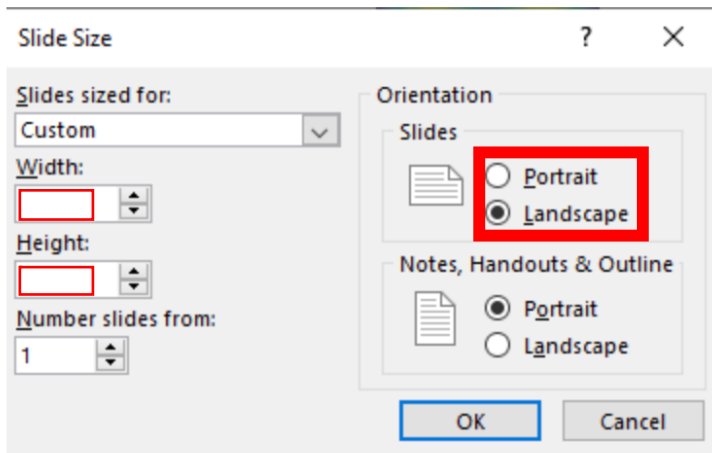
Powerpoint instructions

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 larger than the minimum size guidelines above

(120x67.5 – minimum) and click okay.

5. Click **Ensure Fit** to make sure the resizing doesn't stretch your poster in an undesirable way.