



# ePoster Presenter Guidelines

World Federation of Occupational Therapists

19<sup>th</sup> WFOT Congress 2026 | 9-12 February 2026 | Bangkok, Thailand

**WFOT 2026 Congress Office:**

Think Business Events

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*passionate about conferences*

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## Introduction

The WFOT Congress Committee thanks you for accepting the invitation to present at the upcoming 19th World Federation of Occupational Therapists Congress, from 9-12 February 2026 at the Bangkok International Trade & Exhibition Centre (BITEC) in Bangkok, Thailand. Your participation is an important contribution to occupational therapy around the world and a great way to share your expertise with your peers and colleagues

This document has been prepared to help you develop and present a successful ePoster at WFOT 2026.

## Checklist

Due Dates	
15 December 2025	Register and pay registration fees <i>*To remain in the programme, you are required to register and pay for a minimum of one day by the due date</i>
26 January 2026	Upload your ePoster as per the instructions in these guidelines

## Registration

All ePoster presenters must register and pay the required fees to present at the Congress. Presenters who do not pay their registration fees may be removed from the programme at the Program Committee's discretion.

There is no reduced registration fee for presenters. Please go to the Registration page on the Congress website at <https://wfotcongress2026.org> to register.

*\*Note: The submitting author of the abstract is responsible for notifying presenters about registration information.*

## About your ePoster

You are not required to give a formal presentation of your ePoster. It will be available for the duration of the Congress on the online poster list, at the ePoster terminals onsite, and within the Congress App. Delegates can view it during catering breaks and at their convenience.

### e-Poster Format

The Congress audio visual will use Microsoft Office PowerPoint.

You must prepare your PowerPoint as per below:



- **PORTRAIT ORIENTATION**
- Maximum 3 slides (no more than 3)
- Dimensions are 1080x1920pixels or select **portrait**

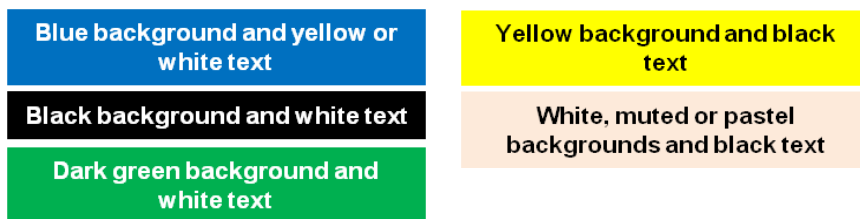
A recommended template has been provided on the Congress website.

## Design Tips

- All posters should be a visual presentation of your submitted abstract
- e-Posters should be well thought out and visually appealing, with a balance of text, graphics and neutral space.
- Maximise the impact of your poster!
- The movement of the eye through the presentation should be natural (down columns and along rows).
- Insert photos or graphics, but do not insert too many images or images without a clearly linked explanation to the topic.
- If you are inserting figures or graphs, a short heading and legends are essential

## Fonts

- Use Sentence case for general content. Do not use ALL-CAPITALS as it is difficult to read
- Minimum recommended font sizes:
  - **Titles:** 28–36 pt
  - **Body text:** 18–24 pt
  - in a sans serif font such as Calibri, Helvetica, Tahoma or Arial
- Avoid using contrasting colours that are opposite on the colour wheel (i.e., orange and purple or green and red) because these combinations contrast too much and are difficult to read. Here is an example of the colour tones that provide adequate visual contrast to enhance readability



## Title, Authors and Disclosure

- The title of the ePoster must match the submitted abstract
- Include the names and affiliations of all authors
- Disclosures must be displayed at the bottom of the first page. For example: 'Supported by a grant from ...' or 'No financial disclosures'

## ePoster List

The ePoster list (with authors and abstracts) can be found here:

<https://wfotcongress2026.org/programme/posters/>

## Withdrawals

If you choose to withdraw your poster, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters about the poster being withdrawn.

**Important Notes:** A withdrawn poster will not be reinstated.

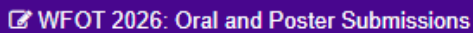
## Photography and Filming

There will be a photographer and videographer present over the course of the Congress capturing images and video footage. Any images/videos will be retained by WFOT and Think Business Events for website, archival and Congress promotion purposes. If you have any concerns with your image/video footage being taken, please advise the Congress Office by email at [WFOT@thinkbusinessevents.com.au](mailto:WFOT@thinkbusinessevents.com.au) prior to the Congress.

## Uploading your e-Poster

You must upload your e-Poster in **PDF format** using the X-CD portal **by 26 January 2026** for it to be displayed at Congress.

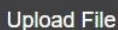
1. Save your e-Poster as a **PDF** file within PowerPoint first, (the software will automatically rename your file based on your submission ID#).
2. Log into the Abstract Submission Portal (X-CD): [click here to login to the portal](#)
3. Enter your email address and password under the "Returning User" heading.
4. If you have forgotten your password, click the 'Reset Password' text located below the login button.
5. Once logged in, select



6. Locate your accepted poster abstract
7. Select the button labelled **ePoster**



8. Select the **Upload File** button where you will be directed to select your file. Once uploaded, your file will display under the Existing Media Files. *Please note that other areas of the software are locked from editing.*



**e-Posters must be uploaded by 26 January 2026**

## Further Information

If you require any further information about registration, programme or venue, please visit the Congress website or contact the WFOT Congress Office:

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