

# Poster Preparation Information Pack

## Information for poster presenters



**Poster Panel Size.** You will be allocated an area 80 cm meter wide ×110 cm high on the board to display your poster. Please ensure your poster does not exceed this size.

**Poster Panel Allocation.** A numbered panel will be allocated for each poster (separate from the abstract number you have been assigned). Staff will be on hand to provide your poster panel number. Lists with the abstract number and the panel number for each poster will be available in the poster area.

**Set-up and Session Times.** Dedicated poster viewing times will be listed in the programme.

**Fixing.** Posters should be fixed to boards using Velcro or tape which will be provided at the conference however you are advised to also bring your own supply. You may not use pins.

## General Guides for Poster Production

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while the author is free to supplement or discuss particular points raised in inquiry. Presentations should be kept simple and clear and a mixture of text and graphics is recommended. Remember that the viewer, not the author, as in the case of slide presentations, determines the time spent at each poster.

**Poster Layout.** Materials should be mounted on coloured poster paper or board. Use matt finish rather than glossy paper. Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving along it rather than by zigzagging back and forth in front of it. An introduction should be placed at the upper left and a conclusion at the lower right. The abstract does not need to be presented.

**Illustrations.** Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

**Text.** Minimise narrative. Use large type in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.

**Titles and Fonts.** Titles and captions should be short and easy to read, in a sans serif font for preference. Use large lettering as this means a number of people can read the poster from a distance without overcrowding. Remember to caption your poster with the abstract title, author's names and affiliations.