

POSTER PRESENTATION ADVICE

To communicate your ideas from your paper effectively, please take the time to read the following instructions when creating your poster.

LOCATION

A poster board with a number for identification purposes will be supplied in your presentation area. **Your poster number(s) will be provided to you onsite when you register.** Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternative location.

POSTER PRESENTATION TIME

A poster attendance card will be provided within your registration pack. We encourage you to display your attendance card alongside your poster, as this will provide delegates with the times you will be in attendance of your poster so they can discuss it with you.

PREPARATION OF POSTERS

The poster should be a visual presentation of your submitted paper.

Posters should meet the following criteria:

TITLE

The title should be the same as in the original abstract / paper.

CONTACT INFORMATION

Name, complete mailing address, telephone number, E-mail address and website of all authors should appear on the poster.

SIZE

Posters must be no larger than **0.95 metre wide x 0.95 metres in height (40 x 47 inches)**. Posters larger than these dimensions will exceed the allocated space per poster; therefore it will not be possible to display the poster during the Conference. It is therefore necessary that the poster adhere to the specified measurements.

LETTERING

The poster should be easily readable at a distance of two metres.

ABSTRACT

The abstract is an abbreviated, accurate representation of the poster. It should be no more than 300 words and summarise the essential information of the poster in lay terms. A maximum of 10 keywords should be identified. Including an abstract with your poster is optional.

Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles.

RECOMMENDATIONS

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
TITLE	20-24 mm or 100 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.
HEADINGS	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
CONTENT	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.

GENERAL ADVICE FOR THOSE WHO HAVE NOT PREVIOUSLY PRESENTED A POSTER

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor the Conference Managers will remove it. However if you wish to supply handouts you must provide a holder that can be attached to your board.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to look at the results and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matt finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

Velcro to attach posters to the poster boards will be supplied in your registration pack. Pins securing posters are not effective as the poster boards are covered in a felt material.