

## Poster Presentation Guidelines

- **Poster Layout:**

- a. Poster Material

- The poster should be developed on Vinyl and can also be pasted on 2mm sunboard (optional).

- I. b. Dimensions

- Posters should be portrait layout and a maximum size of A0 (83 cm wide x 118cm high)
- Your poster must fit on the poster board surface (100 cm wide and 150 cm high).
- Minimum 1 inch (2.54 cm) margins on all sides.

- I. c. Font

- The type/font size should be large enough to read at a distance of 1.5 meters (5 feet).  
Smallest type - 18 point font for text and 36 point font for headings.
- Simple serif fonts such as “Times New Roman” are easy to read. Please do not use all uppercase letters.

- I. d. Visibility

- Make sure there is enough contrast between the colour of the type and the poster's background.
- No other equipment will be provided (i.e. computers, DVD players, projectors, tables or power outlets)

## II. Poster Content:

- **Poster Subject & Purpose:** Poster should clearly show the poster subject and purpose of your project/study.
- **Message:** Poster should have a clear message, a logical layout and be easy to comprehend.
- **Word Count:** Keep your word count as low as possible.
- **Sections:** Make sure that the sections (such as the background, methods, results and sustainability) are easy to locate on the poster and follow a logical order.
- **Text & Images:** Avoid long passages of text and use graphs and diagrams when possible.  
Supporting images (graphs, tables, illustrations, photographs, etc.) can be very

helpful and are often necessary to display results. Make sure that the images are easy to understand and not overloaded with information.

### **III. Setting up Your Poster:**

- Upon arrival please contact the Conference Registration Desk.
- Boards will be clearly marked with a number and your name that corresponds to where you can set up your poster.
- Materials will be available at the conference for mounting posters onto the stands prior to the sessions.
- Presenters may begin setting up posters from 12 pm onwards on 2<sup>nd</sup> December 2013

### **IV. Poster Presentations and Display**

- Posters will be on continuous display from 2<sup>nd</sup> December 12 pm onwards.
- Please be prepared to stand with your poster during the specified day and time.
- Poster can be removed finally on 5<sup>th</sup> December from 1:00 p.m. – 2:00 p.m. It is your responsibility to remove your poster during this time period.
- Volunteers will be available to assist with any questions.