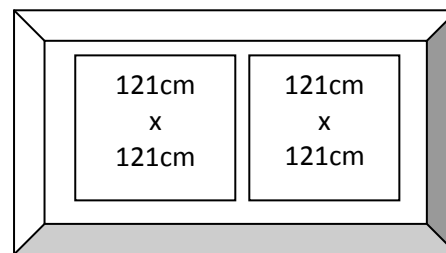


## INFORMATION FOR POSTER PRESENTERS

### Poster Panel Size

Please refer to the attached visualisation of the poster panels to be used during the conference – please note that **there will be two posters displayed on each side of the board**. A display area on the panel of 121cm wide x 121cm high (4ft x 4ft) will be allocated for each poster – **please ensure that your poster does not exceed this size as you will overlap with your neighbour**. It is recommended that you leave a margin of at least 7.5cm (3in) around the poster. When preparing your poster and considering how much of your display will be visible at eye-level, please bear in mind that panels will be mounted on stands.



### Poster Panel Allocation

A numbered panel will be allocated for each poster (separate from the abstract number you have been assigned) and conference staff will be on hand to advise you of this number during the set up time for your session.

Poster sessions will take place in **Fontaine A** on the Conference Centre floor at the hotel. ALL posters will be displayed during both poster sessions and posters should remain in place between the set-up and removal times shown below. Poster presenters should refer to the poster program on the information board to check which poster session & board number has been allocated to them. The organisers request that poster presenters stand by their boards **during their allocated session only** for queries and discussion. Please see scheduled times below:

Poster Session	Presentation Date	Presentation Time	Poster Numbers	Pin Up	Take Down
1	Monday, 28 September	13.30-15.00	Odd Numbers (P001, P003 etc.)	Monday, 28 September from 08.00	Tuesday, 29 September by 19.15
2	Tuesday, 29 September	13.00-14.15	Even Numbers (P002, P004 etc.)	Monday, 28 September from 08.00	Tuesday, 29 September by 19.15

**NB:** Any remaining posters in place after the times specified above may be removed by the organisers who accept no responsibility for loss or damage.

### Fixing

Posters should be fixed to boards with push pins. **Please ensure that you bring a sufficient amount of fixing materials with you**. The Conference Secretariat will have a small supply if required.

## **GENERAL GUIDELINES 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.

### **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, authors names and affiliations

**Headings should  
be a minimum of  
50 point size**

**Whereas, 25 point size is suitable for  
text**