

## INFORMATION FOR POSTER PRESENTERS

### Poster Panel Size

Please refer to the picture of the poster panels below to be used during the conference – please note that there will be one poster displayed on each side of the board. A display area on the panel of 120cm high x 90cm wide (**portrait layout**) will be allocated for each poster – **please ensure that your poster does not exceed this size.**



### Poster Panel Allocation

A numbered panel will be allocated for each poster and conference staff will be on hand to advise you of this number during the set up time for your session.

### Fixing

Posters should be fixed to boards with double sided tape. **Please ensure that you bring a sufficient amount of fixing materials with you.**

## 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**