Poster Exhibition Guidelines

Guidelines for Poster Exhibitors

The Poster Exhibition is open from Monday, 21 – Thursday, 24 July, from 10:00 – 18:30 and is located on the Ground Level within the Exhibition.

Posters are displayed for viewing from Monday to Thursday. Each poster is displayed for one day. Late breaker posters are displayed for the duration of the conference (Monday to Thursday) in the Poster Exhibition area.

Authors will stand by their posters between 12:30 and 14:30 on their day of presentation to answer questions and provide further information on their study results.

Authors are responsible for mounting and removing their posters.

Posters must be mounted between 08:00 and 09:00 on the day of presentation, and removed between 18:30 and 19:00 on the same day.

Presenters of Late Breakers Posters are asked to mount their poster on Monday, 21 July, between 08:00 and 09:00, and remove them on Thursday, 24 July, between 18:30 and 19:00.

The poster exhibition staff will remove and dispose of posters that are not taken down. The staff assumes no responsibility for material left behind.

Poster exhibitors are not required to check in at the Speaker Centre.

An email detailing the day of your poster presentation will be sent to you by the end of May 2014. The day of your poster presentation is also indicated in the first two letters of your final poster number: MO= Monday, TU= Tuesday, WE=Wednesday, TH=Thursday. This number will appear in the final programme and in the abstract book. You can only present your poster on the day of presentation indicated.

The first two letters (MO/TU/WE/TH) of your poster number are not displayed on the poster board. Example: if your day of presentation is Monday and your poster number in the programme and abstract book is MOPE001, the number displayed on the bar on top of your board will be PE001.

Guidelines for Poster Layout

Posters should be laid out in landscape style. The poster board surface is 120 cm high and 180 cm wide - make sure the poster fits into this surface. The poster number will be displayed on the top of the poster board. Mounting materials will be available at the Poster Helpdesk.

Click here to download the poster template (for oral poster discussions and poster exhibition).
Template instructions courtesy of Dr. Colin Purrington - Swarthmore College - Swarthmore - Pennsylvania – USA.
More tips can be found at "Advice on designing scientific posters" at Dr. Colin Purrington's web site: http://colinpurrington.com/tips/academic/posterdesign

Your poster should quickly orient the audience to the subject and purpose of your study. Here are some hints that may be helpful for the preparation of your poster:

- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes;

- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster;
- Design the individual sections of your poster so that they can be quickly read - avoid large blocks of text and long sentences;
- Make sure that the type/font size is large enough to be read at a distance of 1.5 meters (five feet). The smallest type should at least be 18 pts for text and 36 pts for headings. Try to keep your word count as low as possible;
- Supporting images (graphs, tables, illustrations, photographs…) 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;
- Make sure there is enough contrast between the color of the type and the poster's background.

You may want to have handouts of your poster and business cards available at your poster in case people want to contact you about your work. If you are making your poster or other materials available online, be sure to include the web address on your poster.

It is not possible to use a computer as part of your display. The conference organizers are not able to arrange for any additional equipment in the Poster Exhibition area, such as DVD players, projectors, tables or power outlets.

Guidelines for E-posters

In addition to the paper poster, presenters are invited to upload an electronic poster (e-poster). The e-posters will be published on the abstract USB memory stick and on the Programme-at-a-Glance on the conference website. Presenters may choose to upload their regular poster electronically, or prepare a poster specifically for online viewing. If preparing for online viewing, a PowerPoint presentation with various slides is recommended. The formats allowed are .pdf (preferred), .ppt or .doc files. Please ensure the resolution is optimized for online viewing and not printing.

Click here to download the e-poster template.

Instructions for uploading the e-poster will be sent to abstract authors via email. E-posters may also be uploaded on site in the Poster Exhibition area.