

Poster Presentation Guidelines

A poster is an alternative way to present a paper that has equal status within the conference to an oral presentation. Poster presentation is designed to allow presenters maximum yet personal interaction with many attendees at one time. This is an excellent way of getting feedback from interested and knowledgeable researchers on your research and also very useful for extending your personal network of relevant researchers.

Presenters will stand next to their visual presentation as attendees stroll around the meeting room searching for topics of interest. In order to attract attention, presenters need to have an exciting topic and a visually stimulating presentation where organization and clarity are critical. The presentation must catch attendees' eyes as they walk by and then be easily conveyed in a short time. After that, a more formal, detailed, one-on-one discussion can be conducted. The main goal for presenters is to stimulate informed discussion of your research. Below are some guidelines to help you achieve this goal.

- Posters should not be larger than 1.0m wide by 1.4m in height. The poster will be mounted onto a velcro-compatible panel that has maximum dimensions 1.8m x 1.2m wide. (Poster can be placed landscape - please advise below.) The poster should be a single panel, not a series of different pieces.
- The title of the poster, the names of authors and the institution where the work was done should be at the top of the poster. All financial support/funding must be acknowledged/declared.
- After the title, the two most important sections are the introduction and the conclusion. On the basis of these two sections, a reader will decide whether to look at the results and perhaps talk to the presenter. These sections need to be particularly simple, concise and visually attractive. The methods and results should also be stated simply and concisely.
- Do not try to fill all the available space with daunting text and diagrams – leave some open space for an attractive result. Clear, simple graphic material, including photos, is useful in supporting the poster; particularly avoid large tables of data. Try to attract an audience for discussion, rather than overwhelm them with complex detail.
- The type should be enlarged for easy reading. Character height recommendations – title: 20-40 mm, headings: 10-16 mm, text: 7-10 mm. Ordinary typewritten copy or text prepared in an all-capitals format is not suitable. Use a font like Arial or Helvetica rather than a font like Times or Times Roman for clarity in text, tables and diagrams.
- Use colour with care and to effect. Avoid combinations of background and text of similar tones of red and green; some people have difficulty distinguishing these colours.
- Matt finished photographs are easier to see because of reduced glare.
- The poster should be put up prior to the commencement of sessions to allow the delegates to read the material and prepare questions for the author.
- One of the authors must attend the poster during the designated period to discuss the work presented. The author in attendance should be capable of responding to questions of all aspects of the presentation.
- Handouts can be very useful. A handout should preferably be an A4 version of the poster. Tip: If it cannot be read at A4, the poster is too cramped.
- A pocket for business cards is also useful.

The Conference Programme will list the scheduled Poster Presentation sessions. Posters should be arranged and set up during the first day of the conference. Be sure to be there for the Poster Presentation sessions to answer questions and get feedback on your research.