Poster requirements

- *Title*: The title of the poster, as submitted, should run across the top of your poster. The title should be easily readable from a distance.
- *Authors* and affiliations: These should appear below the title. The name of the presenting author should be underlined. You should include your contact information.
- *Poster*: Should follow Abstract headings.

Size: We recommend poster size A0 (841 x 1189 mm / 33.1 x 46.8 in).

Good poster principles

Your poster should be an advertisement for your ideas, findings or techniques; so good posters apply the techniques of salesmanship to seize and hold viewers' attention:

- Titles and sub-headings should be short and to the point.
- The content should be concise and logical.
- The design should look good, using attractive colours, graphics and typography.
- Viewers should be able to scan material quickly. You have about 3 seconds to attract viewers!
- A poster is not an enlarged journal article—be brief, concise, and don't overwhelm viewers with too much information.
- Should acknowledge funding source.

Tips for making a successful poster

- Rewrite your abstract into poster format. Simplify everything and avoid large amounts of data.
- Use bold characters to stress a point. Use them sparingly and in preference to underlining or writing phrases or sentences in capitals.
- Avoid over-crowding your poster. Leave "breathing space" around the text to make it more readable. Aim for 40% text, 40% graphics and 20% empty space.
- Keep body text left aligned.
- Use photographs or coloured graphs where possible to add visual interest.
- Convert complex numerical tables to graphs or charts. Avoid long numerical tables.

Style & Formatting

- Use sans serif fonts for titles and headings (for example, **Arial**, Franklin Gothic, **Helvetica**, **Tahoma**, Trebuchet or **Verdana**).
- Use serif fonts for the body (for example: Times New Roman, Palatino).
- Use headings to identify sections.
- Stick to the same size and style of font for all body types. Illustration captions can use a different font, size and style, but keep this consistent throughout all captions in the poster.
- Do not use all CAPS, as it is hard to read. Try to use "Sentence case."

- Stick to word count of about 300 to 800 words
- Bullet points are easier to read (use phrases rather than full sentences).
- Avoid long stretches of text.
- Break up text with pictures, tables, figures, etc. This can save space and illustrate points easier.

Graphics & Images

- Graphics and Images can be tricky.
- Just because it looks good on the screen does not mean it will print well!
- Graphics should have a resolution of at least 300dpi.
- Try to avoid using screen shots – they are usually 72 dpi – screenshots are extremely pixilated (blurry) when printed on a large poster.
- DO NOT make graphics larger by stretching them on the screen. They will not look good. Size and resolution must be captured at origination (i.e.: scanning at a high resolution).
- Excel graphs and clip art are okay to manipulate because they are different types of graphics than digital photos or scanned images.
- Consider putting a thin border around each graphic – it makes them look better.
- Do not use pictures from websites. Apart from copyright problems that may arise, the resolution of web illustrations is usually too low to print clearly.

Other Considerations

- Prepare a summary or small printout of the poster
- Be able to summarize the poster's key points and conclusion(s) in 2-3 sentences.
- Prepare several versions of your remarks lasting from 30 seconds to 4 minutes
- Be able to explain the most challenging parts of the poster, especially the figures and tables.

While standing next to your poster during the conference

- Choose clothing colours that coordinate with your poster.
- Have a notebook and pen to write notes.
- Your poster might be freestanding – that is – don't count on having a table to rest things on!
- Remember to adjust to the audience's changing needs—some will want explanations of the poster and others will just want to look for a short time.
- Ask your viewers what they want to know about before explaining the poster. This will save time and focus on what they really want to know and discuss.
- Spend extra time going over and explaining figures and tables.
- Listen to feedback.
- Remember to interact and network
- Enjoy and have fun!