POSTER PRESENTATION GUIDELINES

- ℵ The size of the poster will be determined by the size of the available mounting boards at the venue and will be communicated to the participants well in advance. Usually the prescribed size is <u>90 cm width x 130 cm height</u> (approx. 35 x 51 inches) or <u>90 cm height x 130 cm width</u> (approx. 35 x 51 inches) and should not exceed 36 x 60 inches. Landscape format is easier to read than portrait.

- ℵ The material of the poster should be flex or laminated paper. Enlarged photocopies or handwritten posters will not be accepted.

- ℵ A soft copy of the poster should be made using MS PowerPoint. This can be used at conferences where facilities for digital display of posters are available. Instructions on how to make a poster using PowerPoint are available on the internet. PowerPoint poster templates are also available on the internet.

Basic concepts

- The poster generally should read from left to right, and top to bottom.

- Written material should be kept to a minimum. Simplicity is the key. Present only enough data to support your conclusions.

- Select a font size that is readable from at least 3 ft. (e.g., title: 60 pts, body and headings: 30 pts, text: no smaller than 18 pts)

- Select a sans-serif font (e.g., Helvetica, Arial) for titles and headings. Use graphics instead of text when feasible, and avoid large blocks of text.

- Avoid excessive text. (Poster should have roughly 20% text, 40% figures, 40% space)

- The background and text should have a high contrast. To ensure this, use a light colour for the background with a dark coloured text or a darker background with light text. Preferably the background should be of a light colour for ease of viewing. Whatever colours you use, the background should not distract from the content itself.

- Use only 2 or 3 colours in the poster: too many colours can be distracting

- Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individuals panels, or connecting them with arrows is a standard "guidance system"
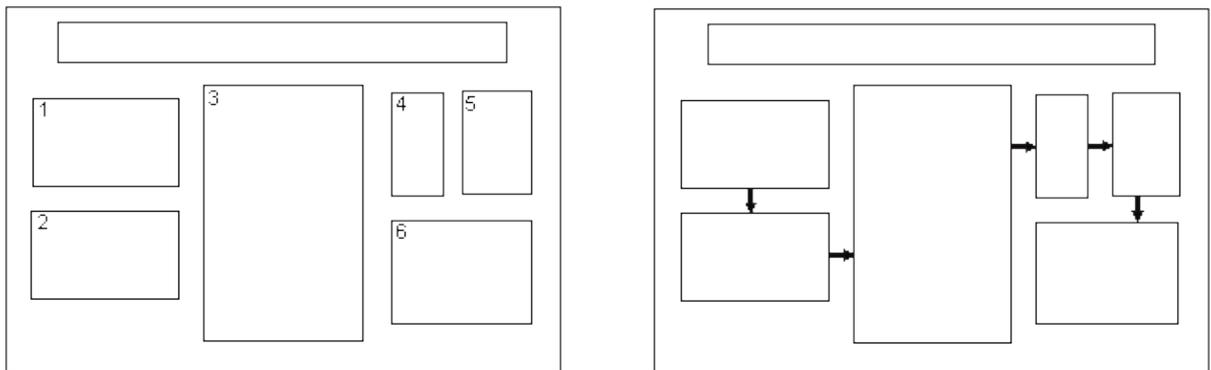
Figure 1: Conventional layouts for a poster. Long panel at top-center is title/author banner. Individual panels can be connected by numbers and arrows. Also, note the use of space between panels to achieve visual appeal. (*from*: C. W. Connor, 1992, The Poster Session: A Guide for Preparation: U. S. Geological Survey Open-File Report 88-667.)

- Leave some open space in the design. An open layout is less tiring to the eye and mind.
- Present numerical data in the form of graphs, rather then tables, as much as possible.
- Visuals should be simple and bold. Leave out or remove any unnecessary details.
- Keep the text brief. Blocks of text should not exceed three paragraphs.
- For digital posters the content should be similar to a hard copy poster and should be fitted into no more than 4 slides. Each slide should have the title of the poster and the names of the authors as a header (See sample images below).

SLIDE 1

SLIDE 2
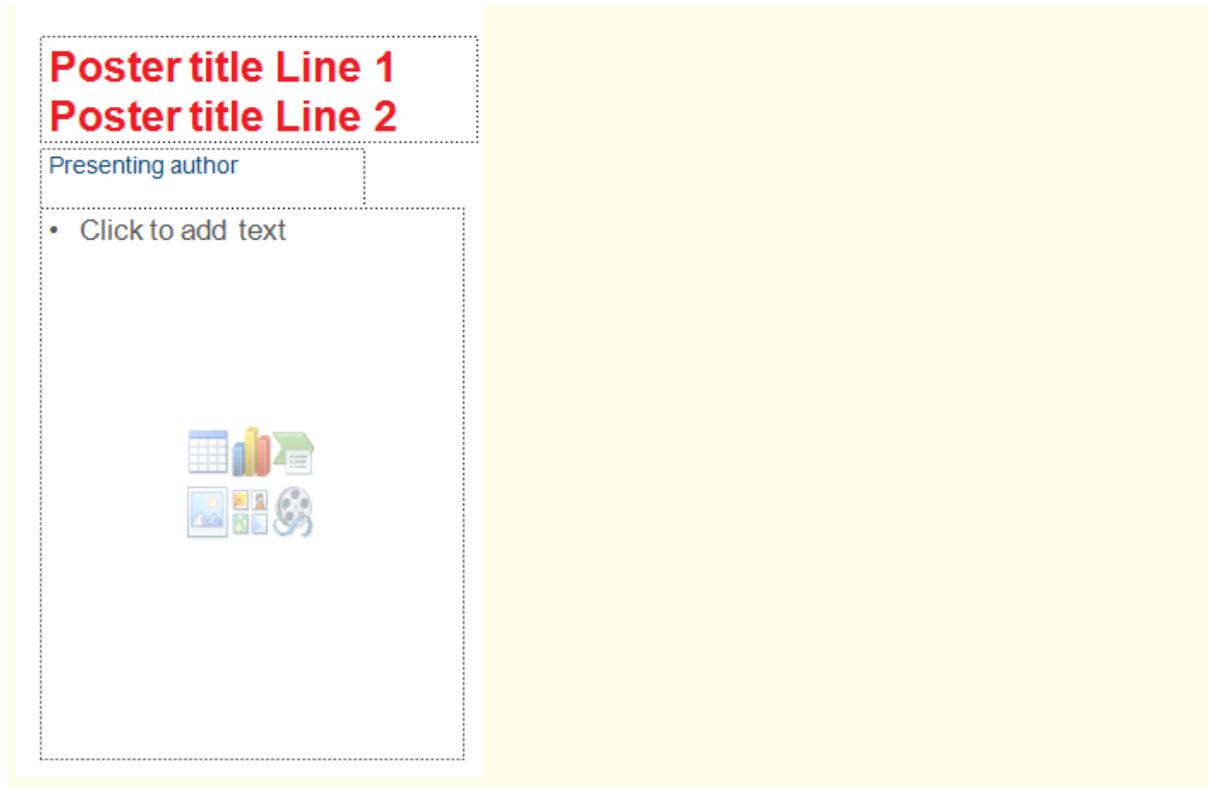
Suggested Poster Components

- **Title and author(s) with affiliation(s)**

- **Introduction:** Introduce the topic with an outline including background information, purpose of the study and relevance describing how this research will add new information in the field.

- **Methods:** Describe the steps you used for your project.

- **Results/Data Analysis:** More space should be devoted to your results than to any other section. Data should be displayed in graphs or tables that are easy to read and clearly labelled. All figures should have a figure legend explaining what type of experiment was performed, a brief description of the data, and what the results demonstrate. This can include diagrams or pictures presenting techniques or outlining experimental design. The number of figures should not include more than 5.Do not duplicate the results in the tables/figures and text.

- **Discussion/Conclusions:** Summarize the main points.

- **References**: Cite and reference any sources of information, other than your own, at the end of the poster.

- **Contact details** of presenter

During the session

- Presenters are expected to be available at their posters during the assigned presentation time to discuss methods and results with interested colleagues. If a presenter has more than one poster to present, then it is the presenter's responsibility to identify a co-author to present as necessary.

- Giving handouts that summarize the poster helps viewers take away the main points of the poster.

After the session

It is the responsibility of the presenter to disassemble their poster at the end of the session. The organisers will not be responsible for posters left at the end of session and all such posters will be discarded.

Tip: There are various online resources which can guide the presenter on how to make a good poster. Click on http://colinpurrington.com/tips/academic/posterdesign to access one such webpage.