

## GUIDELINES FOR THE PREPARATION AND PRESENTATION OF A POSTER

### General

Information on a poster should attract attention. There will be many posters, therefore text should be limited to the most important facts. It is recommended that you use a plain, *sans serif font* (*Arial, Swiss, etc.*), as these are easier to read.

### Preparation of a Poster

- Each poster author will be assigned a poster board: (the size is: 85 cm high and 115 cm wide.)
- Allow a 10 cm x 10 cm space for a poster number in the upper right-hand corner of your poster.
- The top of the poster should display the following information:

#### **Title of Presentation, Names of Authors, Affiliations.**

The title should be in lettering not smaller than 3 cm in height (120 point), the authors and affiliations not less than 1 cm (30 point)

- The text of the poster should be easily readable from a distance of 1–2m. Machine typed characters are too small. Use heavy lettering at least 1 cm high (30 point).
- Posters do not need to follow the conventional divisions of Introduction, Method, Results, and Conclusions. The poster should concentrate on Results and Conclusions, and leave all details and explanations for the face-to-face discussions.
- The text and presentation shall be in English.
- Displays must be affixed using pushpins. You may want to bring some with you, as only a limited supply will be available on-site.
- Please provide an electronic copy of the poster to the Conference secretariat, at the latest during the Conference, in order to include it in a CD-ROM to accompany the Conference Proceedings. The preferred format is Adobe Acrobat® Portable Document Format (pdf). We can also accept posters in the following formats:
  - PostScript
  - QuarkXPress 4.1 (Use the option 'Collect for Output' to sample all linked and embedded pictures and used fonts.)
  - QuarkXPress 5.0 (Use the option 'Collect for Output' to sample all linked and embedded pictures and used fonts.)
  - Adobe Indesign 2.0 (Use the option 'Package' to sample all linked and embedded pictures and used fonts.)
  - Adobe Indesign CS (Use the option 'Package' to sample all linked and embedded pictures and used fonts.)
  - Adobe Illustrator 10 (Use the option 'Save as' (native AI format) and embed all linked pictures and used fonts in the file.)
  - Adobe Illustrator CS (Use the option 'Save as' (native AI format) and embed all linked pictures and used fonts in the file.)

- Picture files should be at least 200 dpi resolution in end format size. If a very high JPEG compression is used then the quality of the figure also goes down. Please avoid using 'Indexed Colour' photos (GIF) and save in TIF, EPS or JPG (JPEG) file format only. Do not convert GIF files back to TIF, EPS or JPG, it will degrade the quality still further. Line figures (graphs etc.) should be in EPS format, WMF or Picture can be used on Windows systems; do not use JPG.
- The following formats are not preferred. If you use these formats, we cannot guarantee the conversion to pdf:
  - Adobe FrameMaker
  - Adobe Photoshop
  - Adobe PageMaker – use the “collect for output” setting to ensure all graphics and fonts are included in the file
  - Power Point – with embedded fonts if you use any font other than Arial or Times New Roman
  - Coral Draw – ensure that everything is converted to outlines before savingIf you use any of these formats, we recommend that you perform the conversion to pdf to ensure the final layout is as you intend.

### Presentation at the Meeting

There will be two poster sessions during the Conference. Poster presenters will be informed during which of these sessions their poster will be presented:

- Posters of the first session will be displayed from the 8-10<sup>th</sup> May, and the posters of this session must be mounted preferably on the 8<sup>th</sup> in the afternoon or early on the 9<sup>th</sup> and removed on May 10<sup>th</sup> in the evening.
- Posters of the second session will be displayed from 11-13<sup>th</sup> May, and the posters of this session must be mounted on the 10<sup>th</sup> in the evening and removed on May 13<sup>th</sup> not before noon.

### Other information

Each poster should have an A4 handout available. A holder will be provided to present these with the poster.