

## **Guidance Notes for Poster Presentations**

- All presenters must register for the conference. Pick up your registration pack from the conference registration desk on arrival to the conference venue (**the Auditorium Maximum Foyer**).
- Please bring your poster to the conference site on the day your poster is scheduled.
- Posters will be numbered (see programme on the conference website).
  
- There are three dedicated poster-viewing sessions: **Wednesday 17:30-19:00; Thursday 17:10-18:30 & Friday 17:00-18.30** in the **Auditorium Maximum Foyer**.
- **Please put up your posters at the beginning of the day on which your poster session is scheduled. You should take your poster down at the end of the session – posters not taken down will be taken down by stewards and left for collection.**

### **Your poster should:**

- Provide a clear overview of your research work;
- Be a starting point in order to initiate and stimulate discussions.
- The presenters should remain with their posters during the scheduled session, for discussion with conference participants.

### **Structure:**

A poster has the same structure as a scientific article and offers the following information:

- Title
- Authors (with contact details)
- Abstract
- Introduction
- Objectives
- Methods
- Results
- Conclusion
- Tables and figures
- References

**Content:**

Poster content should be as clear and concise as possible:

- The presentation should focus on the following elements: (a) background - why? (b) Methods - how? (c) Results - what? (d) Conclusions - so what?
- Use short sentences. Rephrase in order to condense the text whenever is possible.
- Use diagram, tables, charts or figures if that's appropriate
- Check spelling and grammar.

**Format:**

The following characteristics are recommended:

- Use an A0 size format (1189×841mm) - portrait
- Most frequently the font type is Times New Roman or Arial
- The font size of the title is at least 80 points, bold face
- The font size of the section headers is at least 32 points, bold face
- The font size of the body of the poster (abstract, introduction, objectives, methods, results and conclusions) is between 18 and 26 points
- Make sure your title, authors and affiliated institutions are clearly visible at the top of your presentation; It is common to include your institution logo on the left corner of the poster

**Please Note:**

- All posters should be printed before the Conference. There will not be poster printing facilities on site.
- We recommend that you have copies of a handout with your details and, if possible, an expanded version of your presentation to give to interested delegates.