Poster Kit

Preparing your poster

Dimensions:

- Your poster SHOULD be designed for and printed on **size (height x width) (100 cm x 70 cm)**paper with **Portrait orientation**.

Contents:

- Your poster should cover the key points of your work. The ideal poster is designed to attract attention, provide a brief overview of your work, and initiate discussion. Include and arrange your material so a coherent and straight-forward story is told even without your presence.
- Simply re-producing the exact contents of your paper as a poster is **NOT**
- Your poster **SHOULD** include:
    - The **Title** of your paper
    - The **Author(s) Name(s) and Affiliation(s)**
    - The **Abstract** of your paper
- In addition, your poster will typically include sections such as:
    - **Introduction**
    - **Proposed Design and Methods**
    - **Results**
    - **Summary and Conclusions**

Format:

- The **Title** should appear centered across the top of the poster in capital letters.
- The **Author(s) Name(s) and Affiliation(s)**should be centered and immediately below the title.
- The **Abstract** must be included in the upper left hand corner.
- The flow of the poster should be from the top-left to the bottom-right. Use arrows or numbering to lead your viewer through the poster.
- Text should be readable from 1-2 meters away. Use a minimum font size of 18 points.
- Lettering for the title should be large (at least 70 points font). Use all capital letters for the title.
- Limit the text to about one-fourth of the poster space, and mainly use "visuals" (graphs, images, schematics, etc.) to tell your "story."
- Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). If data must be presented in table-form, keep it simple.
- Use color for highlighting and to make your poster more attractive.

Printing and Transportation:

- Carefully and completely prepare and print your poster in advance of the conference. There will be no time or facilities for last minute preparations and poster printing at the conference. If you think you may need certain materials to repair the poster after traveling, bring them with you.
- To maintain poster quality, posters should be rolled and not folded for transportation.
- Carry your poster as carry-on luggage; don't entrust it to be checked-in to avoid issues related to delayed/missing baggage.

Presenting your poster

- Please arrive at the poster area at least 15 minutes before your session begins and report to the Session Chair(s).
- Poster panels will be arranged in rows. Each panel will have space for two posters (back and front sides of the panel) with a sticker displaying the number and title of the paper to be presented.
- Please find the panel allocated for your poster and mount your poster using the push pins or attachment material available on the panel. If you have difficulty locating push pins or attachment material, please contact the Session Chair(s) or the conference registration desk.
- Each poster session is 60 minutes long. You must remain present for the entire duration of your poster session.
- Prepare a short presentation of about 5-10 minutes that you can periodically give to those assembled around your poster throughout the poster session.
- If possible, more than one author should attend the session to aid in presentations and discussions, and to provide the presenters with the chance to rest or briefly view other posters.
- Consider distributing a handout during your presentation time.
- You may bring additional audio or visual aids to enhance your presentation. But please note that any equipment (eg laptop) used in the poster area should be battery-operated and fully-charged, since power will not be provided on the floor.
- Some attendees may be very interested in your topic and will want to monopolize your session time with questions. This may turn away other visitors that are also interested. Recognize this as a factor and be prepared to acknowledge all visitors.
- Have your business cards or contact information available for those who may wish to contact you at a later date.
- All posters should remain on the boards for the entire session time. It is recommended, however, that the posters are left on the boards up to the end of the day.
- If after the end of the day your poster is left behind, it will be discarded.