Guidelines for Poster Presentations

Poster Presentations will be displayed for the duration of the conference in the Poster Display Area in A0 size, portrait orientation and on the conference website and Facebook page.

If you are unfamiliar with poster reception, the following may be useful:

- We kindly ask Poster presenters to stand at or near by their poster for at least the first 30 minutes of the poster reception. This will allow you the opportunity to talk with conference participants about your poster and answer questions regarding your work.
- When you are not there, leave a note saying when you plan to return. You may also want to provide a mobile phone number or business cards so conference participants can arrange to meet you at a specific time.
- There is no need to have a presentation but be prepared to answer questions and discuss your material with interested participants.
- You may use a computer if you wish to provide a live demonstration as part of your poster. Please bring your own laptop with well-charged batteries, as power supply may not be available.
- Wireless internet connections will NOT be available.

Guidelines for Poster Presentations

The poster should be a visual presentation of your submitted abstract and should meet the following criteria:

- **TITLE**
  The title should be the same as in the submitted abstract.

- **SIZE**
  The poster must be A0 size (A0 size is 33.1 inches wide x 46.8 inches high) in portrait orientation. Poster must be able to rest on an easel (provided by the conference).

- **LETTERING**
  The poster should be easily readable at a distance of two meters. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using a mixture of type/font styles.

- **TITLE**
  Include the title of your presentation at the top of the poster. Characters should be a minimum of 48 point font size. Your name, School or Organization should also be displayed on the poster. 48 to 60 point font size is recommended for headings.

- **CONTENT**
  24 to 32 font size single spaced is recommended. The text should be concise and easy to read.
  The message that your poster contains should be clear and understandable without the requirement of oral explanation. If relevant, methods should be presented simply and concisely.

After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive. Results should be presented graphically if possible. Avoid large tables of data.

Results should be in line with those originally submitted in your abstract.

Use pictures, symbols and color. Figure legends are essential and should be short but informative. If using graphs, they should have a short heading.

For visual effect, we recommend that graphs be no smaller than 4 inches x 6 inches. Photographs should be no smaller than 4 inches x 6 inches. Use the space to attract your audience for discussion, not to present complex details of methods and results

Poster Presenters

Because the poster's author is not expected to be by their poster all day, it is imperative that the poster be effective, self-contained and self-explanatory.

Designated Presentation Hours

- The exhibit area will be available to conference attendees throughout the duration of the conference.
- Presenting authors are required to be in the exhibit area with their poster during designated presentation hours. *Designated presenting times will be finalized by January 14, 2019.*
- At the completion of your assigned presentation, you are responsible for taking down your poster. Any posters left on the easel or in the room at the conclusion of the conference will be discarded.

Disclosure Statement

Disclosure statements give credit to the owners of information you may be presenting on your poster. For example, you may display a graph or data you found on a website that speaks to your topic. You should document the website and date on your materials. Restate your disclosure information at the bottom of your poster. This may be printed on your poster or attached separately.

Handouts

You may bring additional handouts but there are no tables for you to display. Plan to attach handouts to your board in a plastic holder or to sit on floor beneath your poster if you are unable to distribute in person.