

INFORMATION FOR POSTER PRESENTERS

Poster Panel Size

A **PORTRAIT** display area on the panel of 90cm wide x 120cm high (3ft x 4ft) will be allocated for each poster. Equivalent paper sizes include:

- ISO Standard A0 (84.1cm x 118.1cm; 33.1in x 46.8in)
- ANSI Standard size E (86.4cm x 111.8cm; 34in x 44in).

Please ensure that your poster does not exceed this size as you will overlap with the neighbouring board.

Please refer to the below visualisation of the poster panels to be used during the conference – **there will be one poster displayed on each side of the board** and each board will be attached to a neighbouring board to create a stable display.



Poster Panel Allocation

A numbered panel will be allocated for each poster (separate from the abstract number you have been assigned): details of the time and date for your presentation will be sent separately in the next few weeks.

Fixing

Posters should be fixed to boards with Velcro® (hook and loop fasteners) or pins. **The organisers will have supplies.**

Local Printing Service

There is a print shop within about 5 minutes' walk of the College.

Oxford Print Centre

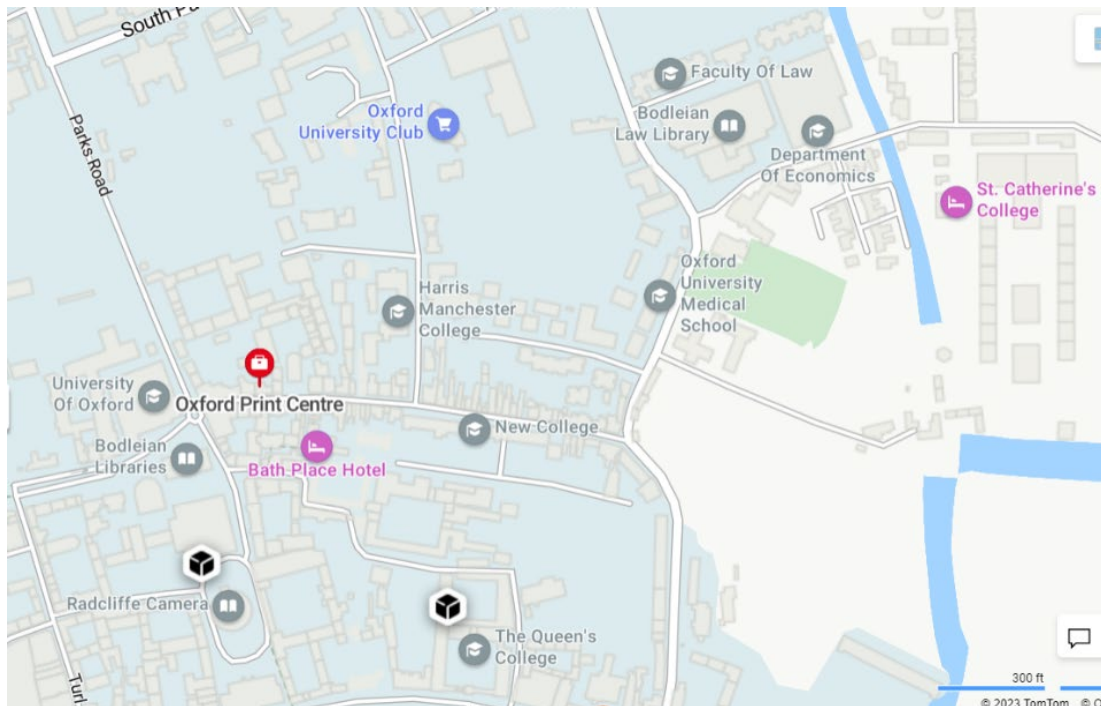
36 Holywell Street,

Oxford, OX1 3SB

Tel: 01865 240409

E-mail: oxprint@oxford-print-centre.co.uk

You can email them with the PDF file in advance. The price to print a poster is around £30-35 and they can turn it around in an hour. The location is shown below – you can see St Catherine's College on the right.



GENERAL GUIDELINES FOR POSTER PRODUCTION

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while the author is free to supplement or discuss particular points raised in inquiry. Presentations should be kept simple and clear and a mixture of text and graphics is recommended. Remember that the viewer, not the author, as in the case of slide presentations, determines the time spent at each poster.

Poster Layout

Materials should be mounted on coloured poster paper or board. Use matt finish rather than glossy paper. Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving along it rather than by zigzagging back and forth in front of it. An introduction should be placed at the upper left and a conclusion at the lower right.

Illustrations

Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

Text

Minimise narrative. Use large type in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.

Titles and Fonts

Titles and captions should be short and easy to read, in a sans serif font for preference. Use large lettering as this means a number of people can read the poster from a distance without overcrowding. Remember to caption your poster with the abstract title, authors names and affiliations

**Headings should
be a minimum of
50 point size**

**Whereas, 25 point size is suitable for
text**