

Presentation Guidelines – Instructions for Poster Presentations

Poster mounting and poster session

Poster mounting starts on **Monday, 28 August at 7:30 AM** and the poster room is open all day long on the other conference days (8:30-18:00). The poster sessions take place on Monday 19:00–21:00, Tuesday 13:30–14:30 and Wednesday 12:00–13:00. Presenting authors are expected to stand by their posters during all poster sessions.

We recommend that you mount your poster immediately after registering to the conference or at your earliest convenience.

Posters

The maximum size for posters is **A0** (width 841 mm x height 1189 mm; 33.1 x 46.8 inches). The posters must be in the **portrait format**.

Materials to fix your poster to the board will be supplied in the poster room. Please use **ONLY** these materials. The poster boards will be numbered by the organisers. The number of your poster can be found in the attachment, in the final programme and will be available also in the poster room.

Poster dismounting

Posters should be posted for the whole conference and removed on Thursday afternoon, no later than 17:00.

Detailed guidelines for the preparation of scientific posters for EAAP meetings

The ABC of a poster is to be Attractive and Audience adapted, and also Brief and Clear in conveying the message. You need to make delegates interested in looking at your poster, in reading it, and to enable finding easily the most important points or “take-home” messages. Posters with too much information, too many colours and too much design have weak messages. A simple graph (in colour), a table or a photograph will attract and aid understanding, but too many will confuse.

Making the poster

- The poster boards will fit the standard A0 size (841 mm wide by 1189 mm long). **Make sure to make your poster in portrait and not in landscape orientation.**
- Your poster can be made as a single-sheet poster created fully on a computer (e.g. in PowerPoint) and printed on a poster printer, usually on paper. If the paper is covered with plastic laminate, a matt surface is preferable.
- The poster can alternatively be produced as a multi-part poster where individual elements (text sheets, figures, photos, etc.) are mounted on a unifying background paper or card and split into four or maximum six segments for easy transport. The final mounting is done at the conference site where the segments are joined with wide tape on the back. Save some sheets/illustrations to mount finally to hide joined areas.
- The poster content is often presented in sections under headings such as Objectives, Introduction, Methods, Results and Conclusions, but you might also use more informal headings, e.g. short statements or questions. The content can be arranged in columns or rows, or in some other structure, e.g. circular.
- Each section of the poster should contain just a few important messages, written in a few words. Bullet points are easier to read and to understand than long paragraphs of text. Remember that the most important messages of the poster, e.g. the conclusions, should be placed where you think the audience will notice them best. These might also be highlighted.
- The poster title should be placed at the top of the poster, and be the same title as in the meeting programme. The title should be followed by the authors' names and addresses. A small photo of the poster presenter near the name(s) might help the audience know who to approach for questions and discussion.
- The text size must be large so that the poster can be read from a distance. The title should be 2.5 cm high, the text about 1 cm high.
- Photocopy enlargements should be avoided as they produce poor quality
- Tables and figures should be easy to read and to understand. A written take-home message next to the table or figure might help.
- Illustrations such as photographs are useful to enhance a poster, but remember that there should be a balance between text and illustrations.
- Logos (maximum two per poster) should be discrete – this is a scientific meeting (10 cm x 10 cm maximum).
- Colours can be useful to highlight, separate, or associate information, and to “harmonise” the poster. Using too many colours might distract or give an uncoordinated effect.
- No references on the poster.

NB! Please note that the **poster cases are not stored** at the conference venue. Please only bring your poster or be aware that you need to hold on to the case yourself.

If you are interested in finding out more about a poster-service which can help you print and deliver your poster to the meeting venue (and more), you may be interested in Professional Posterservice run by Dr. Anjo Elgersma. For more information visit <http://waf12017.com/posterservice> or contact Anjo at the beginning of August at: EGFposterservice@gmail.com. More specific deadlines, service details and more information are also available from that e-mail.

Poster presentations on the EAAP website

Please send the PDF of your poster (other formats are not accepted) to the EAAP for publishing on the EAAP website. The submitted file must:

- Be in the following format: S(xx)p_(yy).pdf where xx indicates the number of the session and yy the number of the poster.
- Be smaller than 10 MB.
- In case of videos, the files need to be uploaded to YouTube or Vimeo and have links added.
- Please send the PDF of your poster to giulio@eaap.org before 30 September (please name the file correctly). The e-mail has to contain the e-mail address of the author.

Remember

Most people passing your poster are not interested in details – those who are will read your paper. Think of how much of other people's posters you read! It is therefore advisable to have a handout of your paper or copy of your poster to distribute.

These guidelines are abstracted from information provided at the EAAP workshops on scientific writing and presentations.

Further details are given in: Malmfors, B., Garnsworthy, P. and Grossman, M. 2004. Writing and Presenting Scientific Papers. Nottingham University Press, Nottingham, UK.

We are also grateful to BSAS.

Writing: W Brand-Williams

Creation date: 12 April 2013

Updated: 27/07/2017