

POSTER GUIDELINES

1. POSTER PREPARATION

Size:	<ul style="list-style-type: none"> 420mm wide x 594mm high = A2 Portrait. UPDATE (20 April 2017): 594mm wide x 841mm high = A1 Portrait <p>Please note: If you have printed your poster in A2 size, prior to this update, this is in order!</p>
Layout:	<ul style="list-style-type: none"> Each poster must have a top banner indicating the title of the paper, the names of the authors and their affiliations. The characters in the banner must be at least 70 point font and be positioned at top-centre of the board. Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individual panels, or connecting them with arrows is a standard "guidance system". Leave some open space in the design. An open layout is less tiring to the eye and mind. A poster is basically an artistic expression of a scientific idea. Posters should have eye-catching yet simple drawings, diagrams, graphs and/or photographs with clean and attractive layouts. Simple black and white presentations are encouraged; use colour only when necessary for clarification or understanding. Poster material must be prepared in advance and must be large enough to be viewed from a distance of 1m. All posters must be written entirely in English. Lettering should be at least 18 point font for good visibility. Drawings and graphs should be simple with bold lines. Do not use films, videos, slides or PowerPoint presentations. Additional Useful Links: <ul style="list-style-type: none"> http://www.craftofscientificposters.com/ https://undergradresearch.wustl.edu/symposium/making-poster/samples-posters
Content:	<ul style="list-style-type: none"> Your poster needs to tell a story by itself as you will be present at your poster only during the indicated poster session. Participants might visit the poster area also at other times. The most effective poster is a concise one, i.e. include only essential data and text. Please prepare poster to include the following key elements: <ul style="list-style-type: none"> Objective: What is the intent or goal of the work? (What did you want to learn?) Background: What is the problem and why was it important? What knowledge and/or practice are you building on? Findings (only if applicable): A summary of the work, or results obtained (or anticipated) Conclusions: The conclusions reached and/or recommendations. Please do not duplicate your abstract on the poster, but do display your conclusions clearly and boldly. Use bullets and avoid narrative paragraphs. Simplicity is KEY.
Disclosure:	<p>You can mention the disclosure statement on your poster as follows:</p> <ul style="list-style-type: none"> This poster is financially supported by/sponsored by/supported by an educational grant from <name of company or organisation> or No potential conflict of interest
Hand-outs:	<p>Any hand-outs should be clear and concise and should not include commercial or promotional material. It could be a scientific paper you have authored that related to the work in the poster, or material that elaborates the main idea of the poster.</p> <p>The number of hand-outs you should bring depends, of course, on the interest you expect to generate. Generally, 100 hand-outs should be an adequate supply. You may also wish to bring business cards to distribute to those interested in your work.</p>

2. POSTER MOUNTING

Date:	Monday, 8 May 2017
Time:	12h30 – 14h00
Venue:	Prospect Foyer
Stand #	At the conference centre, the Organisers will supply a poster board, which will contain your personal poster number. Your pre-allocated poster number will be available at the Registration Desk on arrival.
Notes:	<ul style="list-style-type: none"> • Authors are responsible for mounting their posters. • Do not fold or roll posters and carry them in a cardboard container, as this causes posters to curl and detach. Should you require this for travel purposes, kindly lay them flat at least 24 hours prior. • Do not mail a poster presentation in advance; but bring it with you to the conference. • Kindly ensure that your area is tidy on departure, as this is a public area. Thank you.

3. POSTER SESSION

Date:	Monday, 8 May 2017
Time:	17h30 – 19h00
Venue:	Prospect Foyer
Guidelines:	<ul style="list-style-type: none"> • All authors will have the chance to briefly introduce their poster during the poster session. They should then remain with their poster for at least 45 minutes to answer any questions relating to it. • Authors as well as participants are encouraged to visit the poster area at other times to further discuss and exchange ideas with colleagues.

4. POSTER REMOVAL

Date:	Wednesday, 10 May 2017
Time:	16h00
Venue:	Prospect Foyer
Notes:	<p>No posters to be removed prior.</p> <p>Kindly ensure that your area is tidy on departure. All items left behind in this area will be disposed of by the cleaning crew.</p>

5. GENERAL

The organisers are not responsible for any loss or damage.