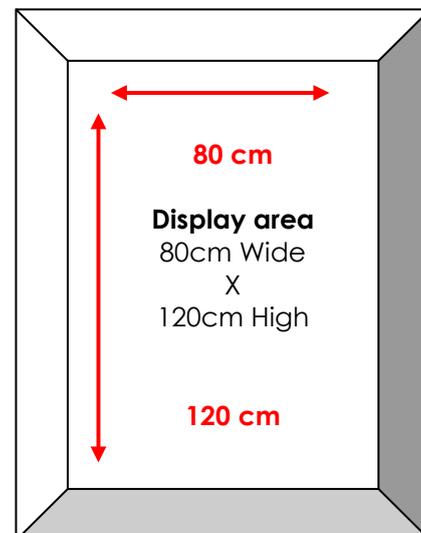# ⓘ Information for Poster Presenters

Poster Panel Size

Please refer to this visualisation of the poster panels to be used during the conference. *The display area for each poster on the panel of the poster board is* **80 cm x 120 cm. A0 paper size would also work.** Please note there will be 2 posters displayed to some boards, potentially your poster and another presenters on the other side (1 poster on each side) of the board.

This area will be allocated for each poster. <u>Please ensure that your poster does not exceed this size</u>. **It is recommended that you leave a margin of at least 3 inches (7.5 cm) around the poster.** When preparing your poster and considering how much of your display will be visible at eye-level, please bear in mind that panels will be mounted on stands.

80 cm

Display area
80cm Wide
X
120cm High

120 cm

Fixing

Please ensure that you bring a sufficient amount of **double-sided tape** with you, however the Conference Organiser will have some available for delegate use at the conference.

Disability Accessibility

Please feel free to contact us on accessibilityconferences@elsevier.com if you have any accessibility requirements.

Poster Panel Allocation

A numbered panel will be allocated for each poster (separate from the abstract number you have been assigned) and staff will be on hand at the conference to provide your poster panel number.

Set-up and Session Times

There will be three poster sessions scheduled for the conference. Posters need to put up and removed, as per the times shown in the table below. Authors are asked to be present at their posters during the presentation times designated, in order to discuss their work. See times allotted below.
You will be notified of your session and poster panel number in due course.

Poster session	Presentation date	Presentation time	Pin up	Take down
1	Tuesday 28th November	17:30-19:00	15:30 on Tuesday 28th	By 14:10 on Wednesday 29th
2	Wednesday 29th November	17:50-19:20	15:40 on Wednesday 29th	By 11:00 on Thursday 30th
3	Thursday 30th November	15:40-17:10	13:00 on Thursday 30th	By 12:40pm on Friday 1st

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. The abstract does not need to be presented.

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

25 point size is suitable for text