

CamLing 2010

Guidelines for poster presentations

✓ Preparation

1. Poster size

Each author will be assigned a 100x200 cm poster board. Use of one or two large sheets of paper is preferred. The recommended size is A0: 841 x 1,189 mm (33.1 x 46.8 in.). If presenters need to choose a different size, this should be no smaller than A1: 594 x 841 mm (23.4 x 33.1 in.).

Frequently Asked Questions:

Q: Are the posters 841 mm wide or high?

A: The page set-up for A0 posters is *portrait*, i.e. the posters are 841mm wide and 1189mm high.

Q: How many A4 size papers can fit onto an A0 size board?

A: An A0 paper's size is equal to 16 A4s, 8 A3s, 4 A2s or 2 A1s.

Q: Do I have to use only A0 or A1 size posters?

A: No, you can use several papers of different sizes, but you must make sure you bring enough sticky tape to put them together and mount them as one big paper onto the board.

Q: Can I laminate my poster?

A: Yes, you can, but be aware that laminated posters are more difficult to mount than the others.

2. Layout and illustrations

- The title, authors and affiliations should be indicated in a heading at the top of your poster.
- The title line(s) should be readable from at least 2 metres away; lettering should be at least 2.5 cm high. Use an appropriately sized font.
- Remember that your presentation must be readable from a distance. Keep visual materials simple and clear
- Rely sparingly on printed text; graphs, charts, tables and pictures should be used to communicate information where possible.
- Focus selectively on major findings.
- Simple use of colour can add effective emphasis.

3. Printing

You will need to have your poster printed before the conference, since there will not be poster printing facilities at the Computer Lab.

✓ **Conference**

1. Mounting and arranging materials

- Posters will be mounted on the poster board with Velcro, which will be provided.
- You are advised to bring your own scissors and sticky tape.
- Posters will preferably be set up before the opening of the conference (during registration on the first day) and they will remain on site until the end of the conference.

2. Presentation

There are two 30' poster-dedicated slots on the programme, one on each day (12.30-13.00). You will need to be present in order to discuss your poster and answer to questions during at least one (and preferably both) of these time slots. You might also like to consider providing a handout or preparing a sign-up sheet for delegates who request additional information.