

INFORMATION FOR POSTER PRESENTERS

Poster Panel Size

Please refer to the attached visualisation of the poster panels to be used during the conference – please note that there will be one poster displayed on each side of the board. A display area on the panel of 1 metre wide x 1.5 metres high (3'3" x 4'11") will be allocated for each poster – **please ensure that your poster does not exceed this size.**



Poster Panel Allocation

A numbered panel will be allocated for each poster (separate from the abstract number you have been assigned) and conference staff will be on hand to advise you of this number during the set-up time for your session.

The poster sessions will take place in the **Junior Common Room**. Poster presenters should refer to the information board alongside the registration desk or in the programme book to check which poster board has been allocated to them. **The organisers request that poster presenters stand by their boards during their allocated session for queries and discussion.** Please see scheduled times below:

Poster Session	Presentation Date	Presentation Time	Poster Numbers	Pin Up	Take Down
1	Thursday, 21 September	15:15-16:30	P1.01, P1.02 etc.	Thursday, 21 September from 10:15	Thursday, 21 September by 18:00
2	Friday, 22 September	15:15-16:30	P2.01, P2.02 etc.	Friday, 22 September from 10:15	Friday, 22 September by 18:00

Your poster should remain in place between the set-up and removal times for your session. Any posters remaining after that time will be removed by the organisers, who accept no responsibility for loss or damage.

Fixing

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

Print on site

The Oxford Print Centre is a 5-10 minute walk from St Catherine's College. Please visit <http://www.oxford-print-centre.co.uk/oxford-print-centre-posters-online.html> for more information.

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**