



## Guidelines for poster presentations

### 1. Size of the poster and formatting

The poster will be printed by the organising committee, with colours and in format A0: 841 mm × 1189 mm.

To produce your poster you can use the software *Publisher* of Microsoft Office. Beware to check the format of your poster before starting its design (check “Page setup” then “size”). An alternative is OpenOffice with *Draw*. Please provide a cardboard tube if you want to carry your poster with you at the end of the congress without damaging it

### 2. Poster display

Posters can be displayed in portrait or landscape position.

### 3. Essential information

Your poster has to include the following information, which can be positioned at the topside (for example in a transverse (coloured) band):

- Title of the poster
- Authors of the poster, picture of each author
- Laboratory, institution (with logo), country and email of each author.

### 4. Document structure

The poster has to be easy to read and not contain too much information. Therefore take note of the following guidelines:

- Give a clear structure to your document (separated blocs, logically organised, including numbers, etc.).
- Use common fonts (“sans serif”) because you may not know which fonts will be on the computer that is used to print your poster. Don’t mix a large number of fonts. Font size should be sufficiently large to be read easily at a distance of one or two meters for the text of the document and 5 meters for its main title. For example:

Font: Verdana

Subtitles: 44 points

Title: 90 points

Text: at least 26 points

- Use **bold** to emphasize, avoid *italics* and don’t write the title in uppercase.
- Use figures, diagrams, graphics, or easy to read tables to explain/illustrate ideas or findings. Use bullet lists.
- Avoid too long text blocs and prefer short phrases.
- The background colour should not be black or any dark or vivid colour. White backgrounds are to be encouraged (with perhaps some blocs on a coloured background) and a limited amount of colours should be used for the text itself.
- The poster’s introduction and conclusion should be given special care as well as visual clues to guide readers through your text.