## Poster presenter guidelines

### Size of poster boards:

- 195 cm (W) x 95 cm (H) **Usable Space**

### Preparing your poster:

- Use a clear typeface.
- The poster should be readable from a distance of 2-3 meters.
- Ensure that the title, author and funding source are clear.
- Keep the poster focussed on the topic
- Include:
    - Statement of problem addressed by project or research/evaluation question.
    - Selected graphic depictions of data, participants, or before/after program effects.
    - Clear source of information.
    - Logical flow of information.
    - Explicit implications or lessons.
- You could consider producing handouts summarizing poster and contact information.

### At the conference

- A printed number identifying each poster board will be provided.

### Location

- Posters will be presented in the Poster Area, which is located at the back of the exhibition hall (Hall 5)

### Poster mounting

**A poster drop off/pick up and hanging service** will be implemented this year for the convenience of poster authors. Drop off your poster the day prior to your poster session, as per the timings below, and one of our poster staff will hang your poster for you. We will also remove your poster and store it for you until 16.00 on Thursday 25 April. This complimentary service will be available to all poster presenters. Posters not collected by 16.00 on Thursday 25 April will be discarded. You must register for this service at the poster information desk on site.

| Poster session | Drop off |
|---|---|
| Poster session I (Tuesday 23 April) | Monday 22 April 16.00 – 20.00 at registration desk in Exhibition Hall |
| Poster session II (Wednesday 24 April) | Tuesday 23 April until 19.30 at the poster information desk in the poster area |
| Poster session III (Thursday 25 April) | Wednesday 24 April until 18.30 at the poster information desk in the poster area |

**If you do not use the above service, you will need to put up your poster during the indicated set-up time (as below)**

Please use Velcro to attach your posters. This will be available at the conference.

### Poster Viewing and Presentation

There will be a dedicated poster viewing session each day (see below).  Poster authors must be present at their poster during these times to be available to answer questions about their poster.

## Poster Presentation Schedule

If you are putting your poster up yourself then you can do this between 08.15 and 09.00 on the day of viewing

| Day | Poster viewing: | Poster dismantle |
|---|---|---|
| Tuesday 23 April | 10.30 - 11.30 | 16.00 - 18.00 |
| Wednesday 24 April | 10.30 - 11.30 | 16.00 - 18.00 |
| Thursday 25 April | 10.30 - 11.30 | 14.00 - 16.00 |

Any poster **not** collected by 16.00 on Thursday 25 April will be disposed of.