

Checklist for poster presentation

A. Organisers

1) Do not think of posters as 'the less good option'. Aim for a really good quality poster session!

2) Slot poster sessions such that

a) not too many posters are presented simultaneously (the space to noise ratio has to be reasonable)

b) as many people as possible can partake of the posters (try to avoid only slotting poster sessions at the end of the day when you tend to 'lose' participants)

3) The venue

Consider space between posters to allow for the presenter plus a small audience (and not too much noise overlap – you want to be able to listen to one person without straining to block out the presenter next door!). It is also desirable to have enough space around each poster to allow for audiences to be able to see each poster without developing a crick in their neck.

4. Poster format

Generally, landscape is better than portrait format, but the final choice will depend on the stands available.

Provide presenters with clear directions for

- how to prepare their posters, including specific formats (see an example below)
- if and what they need to provide themselves (e.g. fasting materials, etc.)
- how much in advance posters need to be set up and when they are to be dismantled

B. Example of instructions for poster presenters

Poster boards mounted on stands will be provided by the conference organisers. The stands are 130 cm wide and 90 cm high. You should place your poster on the board during the 30 minutes immediately preceding the start of your session. Pushpins will be available in the room. Materials must be removed promptly at the end of the session.

Have A4 copies of your paper available for distribution to interested people or be prepared to take names and addresses for subsequent mailings.

All materials must be prepared prior to the conference because there will be no printing facilities at the conference.

Suggestions for effective posters:

1. Make it legible – no text should be smaller than 24pt
2. Avoid too much text and unnecessary detail in figures, drawings and charts.

3. Your poster should be self-explanatory, so that you are free to answer questions and discuss your research with your audience.

See also advice here:

<https://www.bodleian.ox.ac.uk/sites/default/files/bodreader/documents/media/iskills-designing-conference-poster.pdf>

<https://www.ucl.ac.uk/creative-services/printing-services/designing-your-poster>

<https://www.liverpool.ac.uk/media/livacuk/computingservices/printing/making-an-impact-with-your-poster.pdf>