



Poster session Guidelines

The poster session takes place on Thursday, September 12th 2024. See information about the venue and time in the programme.

Materials for fixing posters on the walls or poster boards will be provided. Below are guidelines for creating a poster and the information it should contain. A poster should be as self-explanatory as possible. To achieve this, make it clear, structured, concise, and **attractive**.

For the Presenters

As a presenter, you are responsible for your own poster. Please follow these steps to successfully present your poster:

1. **Format:** Please create your poster (1 page) in landscape or portrait format. The size of your poster should be ISO A0 (841 mm x 1189 mm, 84.1 cm x 118.9 cm, or 33.1 inches x 46.8 inches) in landscape or portrait format. You can provide a QR code linking to your poster online for those interested to view your poster at another time.
2. **Structure:** The title and authors' names and affiliations should be at the top of the poster. Like the abstract in a scientific paper, your poster should have sections summarising the background and aims of the study, methodology, results, implications of your work, conclusions, and references. If appropriate, diagrams, graphs, and tables can effectively visualise results.
3. **Conciseness:** Make sure that you present only the most important information without cluttering the poster with too much data and/or text. Ensure that the message you want to convey is transported by the information and not lost in it. Although concise, make sure you give the necessary theoretical information. "
4. **Attractiveness:** Text and illustrations (e.g., figures or tables) should be easy to read and large enough to be read from a distance of about 1.5 m. We recommend a text size of 78 pt for the main title, 72 pt for authors' names, 48 pt for affiliations, 36 pt for subheadings, and 24 pt for the main body. Smaller fonts may be used for references and acknowledgements (e.g., 18 pt). We suggest to use clear, sans-serif fonts like Arial, Helvetica, or Calibri for better legibility. Use bold fonts sparingly to emphasise important points. There should be enough space between text lines. You can use background colours (which should not be distracting) and arrangements of columns or rows to connect parts that are conceptually related visually. Such layouts help guide the audience through the poster.
5. **Timing:** The time for your poster pitch is limited to 5 minutes. An in-depth discussion of your findings can be held after the brief introductory presentations, during which the audience will individually walk around the posters to discuss with you. Please prepare **the pitch** thoroughly to stay within this time frame. Please make sure to be in the room where you present 10 minutes prior to the start of the poster session to attach your poster to the poster board. An assistant will be present in the room to assist you.
6. **Attaching the poster to the poster board:** It is your own responsibility to display your poster prior to the session. Posters can be attached to the poster board at any time before the poster session.

For the Poster Session Chair

The role of the chair is critically important in making the poster session a vibrant opportunity for everyone. The chair opens and closes a session and gives the floor to the presenters according to the planned program. The main task is to moderate a poster session and its pitches until all presenting authors give their pitch and carefully manage the timing.

- Please make sure to go to the session meeting room 10 minutes before the start of the poster session. An assistant will be present in the room to assist you.
- Monitor the time to give each speaker a fair opportunity to present their work. Allow a maximum of 5 minutes for each speaker to present their poster to the audience. Alert the speaker before the allotted presentation time is up (e.g., 1 minute left). Allow one or two clarifying questions after that.
- When all posters have been presented, there is time for an in-depth discussion between presenters and the audience, which you facilitate as chair.