## ⓘ INFORMATION FOR POSTER PRESENTERS

Poster Panel Size
Please refer to this visualisation of the poster panels to be used during the conference.
We would recommend you print your poster AO size in Portrait format – 841mm x 1189mm

Please note posters that are landscape or of any other size cannot be displayed on the boards

This area will be allocated for each poster. **It is recommended that you leave a margin of at least 3 inches (7.5 cm) around the poster.** When preparing your poster and considering how much of your display will be visible at eye-level, please bear in mind that panels will be mounted on stands.

DISPLAY AREA

1189mm high
x
849mm wide
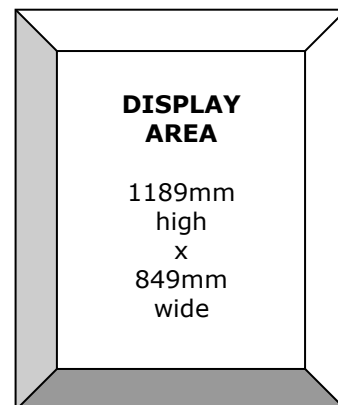
Poster Panel Allocation
A numbered panel will be allocated for each poster (separate from the abstract number you have been assigned) and conference staff will be on hand to advise you of your poster panel number during the set-up time for your session. Please ensure that you stand by your poster(s) during your session for discussion and questions.

Fixings
Posters should be fixed to boards with pins. The Conference Secretariat will have a supply of fixing materials available if required.

Social Media Information
On your poster board you will find a social media permission card. Please alter this to reflect how you would like your poster to be treated by delegates. (The default option is OK to share)

Set-up and Session Times
Information will be provided once the programme has been finalised

Online Poster
Please also prepare an online poster as a single page PDF file, which is to be uploaded to the Abstract submission site. **Please ensure that your PDF file is below 10MB**. This will allow your poster to be viewed on demand after the conference

Uploading your poster PDF file:
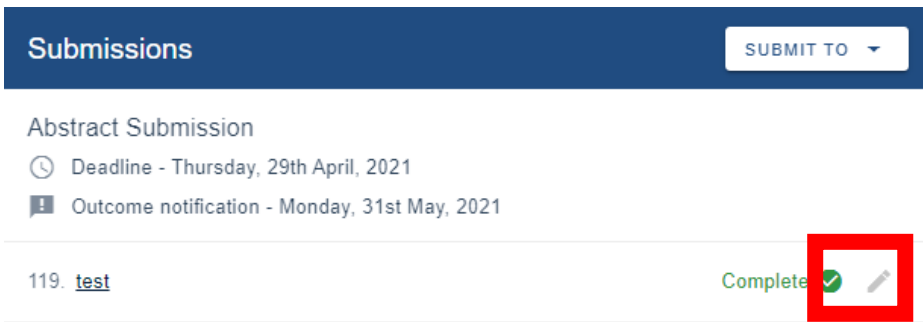
Click this link: **https://app.oxfordabstracts.com/stages/2691/submitter**

Note:
Please note you, or the submitting author must use **the same username and password** you used to submit your abstract in order to log back to the system to upload your relevant materials
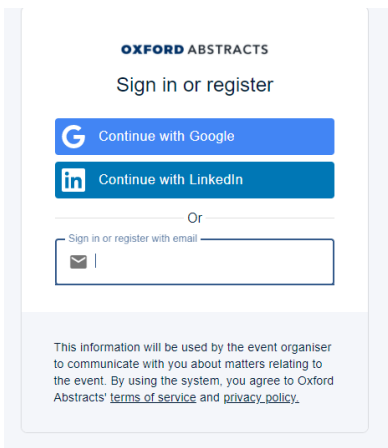
Once you have logged in, you will be able to view all the abstracts you have submitted to this conference. Then click on the edit icon next to the abstract (or in case of multiple abstracts submitted) select the abstract for which you want to upload the PDF file (**max 10 MB size**) to. Screenshot below:

Submissions   SUBMIT TO ▼

Abstract Submission
🕐 Deadline - Thursday, 29th April, 2021
⚠ Outcome notification - Monday, 31st May, 2021

119. test   Complete ✔ ✏

Scroll down the submission page to the below question and select "I agree for my poster to be included" option as shown to give permission for your poster to be included in the app.

Slide/Poster Permission for Secure Programme

Do you agree to your slides or poster being included within the online secure programme?
Please select the appropriate option to proceed.

I agree for my slides to be included
I agree for my poster to be included
No - I do not wish to be included

Upload the PDF by using the 'Choose File' button shown below to navigate to the location where the file is saved.

Poster PDF file*

Only if your abstract is being presented as a poster presentation.

Please attach your poster presentation - use the "Browse" button to find it on your PC
(Max 10 MB file size)

Please upload this file as a PDF only

⬆ CHOOSE FILE

☐ Please check this box to give us permission to include your file in the conference app

When completed, please click "Submit" at the bottom of the page to complete the process. Your PDF will then be available in the conference app.

Note: *This upload is to make the presentation available via the secure system.*

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. The abstract does not need to be presented.

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