



GUIDELINES FOR PREPARATION OF POSTERS

POSTER PREPARATION

1. At the top of the poster, please provide the title of the poster, the names of the authors, their affiliations in English, and at least one contact e-mail address. For this you should use bold lettering of about 2.5 to 3 cm size.
2. Artwork and lettering should be large and clear enough so that the poster is readable from a distance of 1.5 m.
3. Posters should include the confirmed English abstract and English title.
4. Please remember that a poster is a visual mode of communication. Include graphics that increase the communication effectiveness and use a big font size. Note: Photographs, drawings, examples of children’s work, etc., should only be included if they relate directly to the text and if they significantly assist the readers’ understanding of the poster.
5. Poster boards will accommodate posters that are portrait* A0 size. This is 0.85 metre wide and 1.2 metre high (2.8 by 3.9 feet). Posters may be slightly smaller but must not exceed this size limit.
*Posters in landscape format can also be accommodated (1.2 m wide and 0.85 m tall).
6. Poster material will be **attached to the boards with velcro fasteners** provided at the Conference — see the Registration Desk in the lobby of the conference centre for these fasteners.
7. **Each poster presentation will take place between 17:30 and 18:30 on one of Monday and Tuesday**, with authors required to stand beside their posters at the nominated times to answer possible questions from participants. Please check the timetable to see which poster session involves your poster.
8. All posters should be displayed in the second floor lobby of west building. For Monday’s poster session, **please put up your poster between 13:00 and 14:00 on Monday, and take down your poster after the session.** For Tuesday’s poster session, **please put up your poster between 13:00 and 14:00 on Tuesday, and take down your poster after the session.** **Each poster will have a designated poster board on which it should be mounted, identified by the Poster Number found in the Conference Program.**

If you have questions regarding these guidelines, please contact the Poster Organizers.