

## Guidelines for preparing poster presentations

### A few guidelines to keep in mind when preparing your poster:

- Poster orientation can be portrait (=vertical) and landscape (= horizontal). Poster size should be **A0** (841 mm wide x 1189 mm high).
- Proposed sections to be included:
  1. Introduction & objectives
  2. Materials & methods
  3. Results & discussions
  4. Conclusions
- Minimum font size for all text: 18 pt.
- Text and graphics must be readable from 2 meters (6 feet) away.
- Use bullets and keep text to a minimum.
- Use simple backgrounds; do not distract from the message. Aim for clarity and simplicity. Make an initial rough layout, keeping in mind the proportions of figures, tables, and text.
- In the planning of your poster presentation, remember that the poster will be available for viewing and discussion for several hours. The poster should be understandable without oral explanation.
- The temptation to overload the poster with excessive text and data should be resisted. Where possible, organise tables and figures chronologically in vertical progression. Be clear and concise in all statements.
- Excessive use of organisation logos / advertisements is not allowed.
- Poster presenters are responsible for their own poster, and should bring the poster personally to Montpellier. Do not send any posters prior to the event to the venue in Montpellier nor to SETAC in Brussels; it would most probably get lost and/or arrive too late etc.

### At the symposium:

- All posters will be located in the poster and exhibition area.
- You can fix your poster on Tuesday morning 20 September and present it for the next three days.
- SETAC Europe will provide and post the abstract number. Logos and advertising material should not be used.
- Posters can be fixed to boards using adhesive double sided tape. Please do not use pins, velcro or blutack. Double sided tape will be provided in the exhibition area.
- Provide an envelope where people can leave their business cards for requests for more information. If possible, also provide hand-outs of your poster and your own business card.
- Be at your poster during the breaks and during the poster session to discuss your work with scientists visiting your poster.
- Should last-minute circumstances prevent you from making your presentation, you must arrange for a substitute (co-author) to present your paper and you must notify [SETAC](#).