

## Poster Presentation Guidelines

### Onsite Information

The Poster Hall is located on the ground floor and comprises the Italian rooms (Roma, Milan and Venecia), Italy-Germany Gallery and Colonia, Dusseldorf, Munich and Frankfurt rooms.

All posters are available for viewing throughout the conference. Presenters are asked to be available for discussion of their poster during their designated presentation session (see below for details).

Installation	Monday, 22 October	14:00 – 16:00
	Tuesday, 23 October	08:00 – 10:30
Poster Session 01 and Reception <i>All odd numbered posters presented</i>	Tuesday, 23 October	17:30 – 19:30
Poster Session 02 and Reception <i>All even numbered posters presented</i>	Wednesday, 24 October	17:30 – 19:30
Dismantle	Thursday, 25 October	15:00 – 18:00

- All posters must be removed before 18:00 on Thursday, 25 October. Posters that are not removed will be discarded.
- Poster numbers will be provided onsite and will be placed above your poster; you do not need to leave room on your poster for your poster number.
- The boards can only accept double sided tape, which will be provided onsite for you to tape up your poster to the boards.

### Poster Information

#### Format

- Space available for your posters is limited to the dimensions of 112 cm wide x 112 cm tall (44 in wide x 44 in tall).
- Posters should be easily read at a distance of 1.5 meters (see Components and Design of a Poster below for font sizes).
- A poster printed on one large sheet of matte or semi-gloss paper is encouraged.

## Layout

- Include the title of the presentation in large letters, the authors' names, and the institution(s) where the work was completed at the top center of the poster.
- Introduction and Summary/Conclusions sections are advised.
- Double space lines of text.
- Only text, graphs, photographs and artwork may be placed on the poster board.

## Sections

- Heading** The heading comprises a title for the research project, author names, and author affiliations (including city and country). Headings have more impact in a sans serif font such as Helvetica or Arial. Titles should be no smaller than 72 points; author names should be no smaller than 36 points and affiliations should be no smaller than 26 points.
- Abstract:** The abstract summarizes the main results succinctly.
- Body:** The body text of the poster will describe background, methodology, results, and interpretation. Body text should be no smaller than 16 points and preferably in a serif font such as Times New Roman or Garamond.
- Graphics:** The graphics are essential for an effective poster. Include captions below each graphic. Captions for graphics should be no smaller than 14 points and preferably in a serif font. Graphics should be understandable without recourse to a detailed text caption.
- Conclusions:** Conclusions should be clear and succinct and provide "take home" messages.

## Onsite Poster Printing

A poster printing service is available with Expositem. ***Please note that Poster Presenters are responsible for the full payment of the poster printing, unpaid posters will not be printed.***

You may pick up your printed poster at the **Registration Desk**, located in the Madrid Marriott Auditorium Hotel & Conference Center – Conference Entrance, Ground Floor:

Saturday, 20 October	15:00 – 19:00
Sunday, 21 October	07:30 – 18:00
Monday, 22 October	07:30 – 19:30
Tuesday, 23 October	07:30 – 18:00

**Pricing:**

Poster Size - 112 cm wide x 112 cm tall / 44 in wide x 44 in tall: 34,00 € + IVA = 41,14 €

**In order to take advantage of this great opportunity, please follow the instructions below:**

1. E-mail your poster and request to [international@exposistem.com](mailto:international@exposistem.com)
2. The poster should be sent in PDF format only with traced text in 150 PPI (to ensure readability & quality)
3. In your e-mail please include your Abstract ID number and billing information (Exposistem will send you an invoice for payment upon receiving your request)
4. All posters must be fully paid in order to be printed. Unpaid posters will not be printed.

**Submission Deadline: Posters must be received and fully paid by Wednesday, 10 October.**