Poster exhibition presentation guidelines

Guidelines for poster exhibition presenters
The poster exhibition is open from Monday, 22 July, to Wednesday, 24 July, and is located in Sala B, behind the exhibition (Exhibition level). The opening hours are Monday, 22 July, 11:00-18:30, Tuesday, 23 July, 10:00-18:30, and Wednesday, 24 July, 10:00-18:00.

All posters are displayed for the duration of the conference (Monday to Wednesday).

Check-in
Please note that all poster exhibition presenters are required to check in at the poster exhibition desk before mounting their posters. If poster exhibition presenters do not check in at the poster exhibition desk, the abstract/poster will be marked as “not presented” at IAS 2019 and withdrawn from the programme. At the check-in desk, you will receive your poster board number and mounting materials.

All posters must be mounted on Sunday, 21 July, between 15:00 and 18:30 or Monday, 22 July, between 10:00 and 11:00, and removed on Wednesday, 24 July, between 16:00 and 18:30.

Poster exhibition presenters are responsible for mounting and removing their posters.

The poster exhibition staff will remove and dispose of posters that are not taken down by Wednesday, 24 July, at 18:30. The IAS assumes no responsibility for any material that is left behind.

Poster exhibition presenters are not required to check in at the speaker centre.

Authors are asked to stand by their posters between 12:30 and 14:30 on their day of presentation to answer questions and provide further information on their study results.

The day of your poster presentation is indicated in the first two letters of your final poster number: MO=Monday, TU=Tuesday, WE=Wednesday. This number will appear in the programme and in the abstract book. Although your poster will be displayed on all three days, you should present your poster only on the indicated presentation day.

Guidelines for poster layout
Posters should be laid out in portrait style. The dimensions of the poster should not exceed 90cm wide by 150cm high in order to fit the poster board. The poster number will be displayed on the top of the poster board. Mounting materials will be available at the poster exhibition desk. Posters should be printed on paper (avoid laminated paper, cloth, tarp or any other heavy materials).

Your poster should quickly orient the audience to the subject and purpose of your study. Here are some hints that may be helpful for the preparation of your poster:

- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes.
- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster.
Design the individual sections of your poster so that they can be quickly read; avoid large blocks of text and long sentences.

- Make sure that the type/font size is large enough to be read at a distance of 1.5 metres (five feet). Try to keep your word count as low as possible.

- Supporting images (such as graphs, tables, illustrations, photographs) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand and are not overloaded with information.

- Make sure that there is enough contrast between the colour of the text and the poster's background.

- There are many resources available with information and tips on how to make a good poster. An example of how to create a poster can be found here.

Download: IAS 2019 poster template

You may want to have handouts of your poster and business cards available at your poster in case people want to contact you about your work. If you are making your poster or other materials available online, include the web address on your poster.

It is not possible to use a computer as part of your display. The conference organizers are not able to arrange for any additional equipment in the poster exhibition area, such as DVD players, projectors, tables or power outlets.

**Poster printing**
This year, poster presenters can print their poster using the IAS 2019 poster printing service. Information about the printing service will be sent to all poster presenters along with the presentation guidelines.

**Guidelines for e-posters**
In addition to the paper poster, presenters are invited to upload an electronic poster (e-poster). The e-posters will be published on the conference online programme. Presenters may choose to upload their regular poster electronically or prepare a poster specifically for online viewing. If preparing for online viewing, a PowerPoint presentation with various slides is recommended. The formats allowed are .pdf (preferred), .ppt or .doc files. Please ensure that the resolution is optimized for online viewing and not printing.

Instructions for uploading the e-poster will be sent to abstract authors via email. E-posters may also be uploaded on site in the poster exhibition area.

Download: IAS 2019 e-poster template