

Poster presenter guidelines

Size of poster boards:

- 1.95 m (W) x 0.95 m (H) **Landscape Usable Space**

Preparing your poster:

- Use a clear typeface.
- The poster should be readable from a distance of 2-3 meters.
- Ensure that the title, author and funding source are clear.
- Keep the poster focussed on the topic
- Include:
 - Statement of problem addressed by project or research/evaluation question.
 - Selected graphic depictions of data, participants, or before/after program effects.
 - Clear source of information.
 - Logical flow of information.
 - Explicit implications or lessons.
- You could consider producing handouts summarizing poster and contact information.

At the conference

- A printed number identifying each poster board will be provided.

Location

- Posters will be presented in the Poster Area, which is located at the back of the exhibition hall (Hall 2)

Poster mounting

Poster set-up can take place between 08:30 and 09:00 on the day of viewing or you can drop off your poster at the poster hanging service **the day before it is to be displayed**, the service will be available between the following hours:

Day	Time	Location
Monday 28 April	16.00 – 20.00	At the main registration desk
Tuesday 29 April	08.00 – 19.00	In the exhibition hall
Wednesday 30 April	08.00 – 18.00	In the exhibition hall
Thursday 1 May	08.00 - 16.15	In the exhibition hall

Poster Viewing and Presentation

Poster viewing will take place in the exhibition hall at the following times:

Day	Poster viewing	Poster dismantle
Tuesday 28 April	10.30 - 11.30	17.45 - 18.15
Wednesday 29 April	10.30 - 11.30	17.30 - 18.00
Thursday 1 May	10.30 - 11.30	15.45 - 16.15

Any posters that have not been removed by this time will be disposed of. The BSR cannot accept responsibility in the event that posters go missing. Presenters are asked to bring sufficient Velcro with them for fixing posters to the poster board.