

Information for Poster Presenters at Ottawa 2014

How the sessions are organised

- All poster presentations take place in the Convention Centre by the poster boards beyond the Exhibition area in rooms 302-303.
- Presenters are asked to give a 3-5 minute presentation in a themed session highlighting the key points from their poster, followed by group discussion. Any time remaining at the end of the session may be used for a group discussion or individual poster viewing.
- A Moderator will be appointed to lead the session.
- Presenters are also encouraged to stand by their posters during one or more of the coffee and lunch breaks for one-to-one discussion with participants.

How to mount your poster

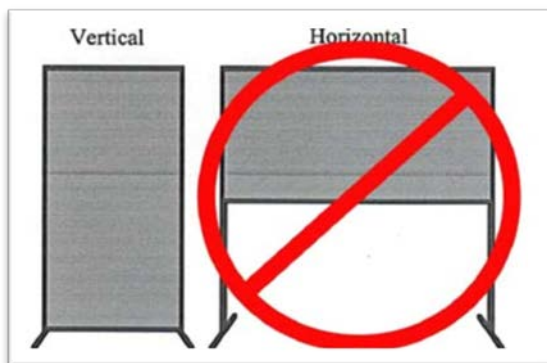
A poster board will be allocated to you for use throughout the Conference, labelled with your poster number. Your poster should remain in place throughout the Conference. Posters may be mounted at the following times:

- Friday April 25: 11.00am-5.00pm
- Saturday April 26: 7.00am-2.00pm

If you are unable to mount your poster during these times, please set it up during the morning of your first day at the Conference.

Poster format

- **Posters should be maximum 87 inches high by 36 inches wide – please note the VERTICAL (Portrait) format.**
- Material on surface: Braelock fabric
- Velcro and push pin compatible
- Metal frame: 1" squared
- 10 Velcro dots will be provided



Suggestions for Effective Posters

- Letters and numbers should be large enough to be readable from 1.5m. For example, font size recommendations for Arial font: Title – 72pt; Author and affiliation – 48pt; Text – 36pt. Use a simple typeface and bold type for headings;
- Use bullets and keep text to a minimum. Don't try to put too much information onto the poster;
- Keep figures and tables simple;
- Use a simple background and colour scheme that does not detract from the information being presented;
- Excessive use of organization logos or advertisements is discouraged;
- If possible bring some handouts for participants to take away with them;
- Provide an envelope where participants may leave their business card if they would like more information.

Please contact us at ottawaconference@dundee.ac.uk if you have any questions.