



# Poster Presenter Guidelines

## Poster Presenters

- Poster Presenters are asked to prepare a poster.
- The maximum poster size is: 1100mm (wide) x 1040 (high) – landscape format.

## Poster Printing Guidelines

Poster Presenters are asked to prepare and print their poster(s) for display at the conference. It is important to set up your slide to a size that is proportional to the printed size of the poster. In PowerPoint, go to Page Setup and select Custom. Fill in the proper width and height.

- **One slide only, please!** Create your poster from a single PowerPoint slide.
- **Fonts** – Choose two fonts at most, nothing cursive. Stick to sans-serif fonts for legibility: Arial and Helvetica are recommended. If you wish to use a serif font, we recommend Times New Roman (Windows) or Times (Macintosh).
- **Excel Charts** – You can paste Excel charts into PowerPoint: from Excel, select your chart and Copy, then in PowerPoint, Paste the chart where you want it to appear. For detailed instructions see Microsoft Office Support.
- **Word Text** – Insert a text box into your PowerPoint slides, copy the text from your Word document and paste it into the textbox in your slide.
- **Image Files** – To add image file, select “Insert”>“Picture”. Images should be good quality and appear clear and sharp on your screen. Since they will be enlarged for printing, we recommend that images are set to a resolution of 300 dpi.
- **Backgrounds** – For legibility and viewing ease, we suggest that you keep your backgrounds simple and avoid using dark colors.
- **Poster Number** – Please note that your poster number will be different than your ABSTRACT ID number. Your poster number will be communicated to you closer to the conference. This number will be displayed on your poster board, please affix your poster under your number displayed.
- **Pins will be provided in the Exhibit Hall to set-up posters.**