

Dear Poster Presenters,

We have already received queries from some of you regarding guidelines for poster presentations at COMET. Please note that posters will be on display from late Thursday until close of Friday. The poster display area will be clearly signposted, and will be adjacent to the location for tea/coffee breaks. All presenters are urged to be present at their individual posters during the dedicated programme slot from **14.15-15.00 pm on Friday, 26<sup>th</sup> June** in order to be able to answer questions. The space on the poster boards reserved for you will be marked with your name and/or poster title. Accessories such as scissors, cellotape and Velcro adhesive stickers to mount your poster will be provided at the reception area.

Please note that the size of the poster boards will be 2m wide by 1m high (i.e. landscape format). When preparing your poster, please put the title of your poster (as given on your abstract) at the top in CAPITAL letters (about 25mm high) followed by the author(s)' name(s) and affiliation(s). Otherwise, there is no prescribed format regarding the exact layout for your poster, but here are some suggestions that you might find helpful if you are preparing a poster for the first time!

### **Suggestions for preparing a poster presentation**

- ◆ A poster is the most effective medium to communicate the key points of your work at a glance. This helps to get people's attention. You can then describe the details of your work in person to people who are interested.
- ◆ You may not always be at hand to talk to viewers so it's useful to make your poster as self-explanatory as possible.
- ◆ The main tenet of a good poster design is simplicity: the less cluttered the design, the less time and effort the reader will need to spot your main ideas.
- ◆ It's not necessary to tell the entire history of your project. You might find that short data examples are sufficient to illustrate your key points.
- ◆ If the different elements of your poster need to be read in a particular order, you might want to use arrows to lead the reader through the poster.
- ◆ You can use colour for highlighting and to make your poster more attractive. It's best to use pictures, diagrams, cartoons, figures, etc. wherever possible, rather than text only.
- ◆ The text material can be reduced to a minimum to convey your points quickly and clearly (e.g. use of bullet points).
- ◆ Try to make the text size on the poster boards large enough to attract viewers from 6 to 8 feet and be read comfortably at 3 to 4 feet. Try to avoid text smaller than 9mm high (approx. font size 14), and use a larger font for the important points.
- ◆ If your poster consists of several different components rather than just one sheet, it might be helpful to tack them up beforehand to see how they fit into the 2m width by 1m height format and to make sure that you have all of the necessary pieces.
- ◆ It might be useful to have copies of your poster with your contact details as handouts for colleagues to take away.