

Preparation and Display of Posters at CIEGL, Oxford 2007

This document sets out the basic information concerning the preparation and display of posters at the Oxford Congress. Separate documents provide 1) advice on the format of posters and on other measures you may wish to take to make your poster more accessible; and 2) guidance on how to create a poster, using Microsoft Office Powerpoint (for those unfamiliar with this program).

1. Poster dimensions and print size

The following requirement must be adhered to:

Maximum size (ISO): A0 (841 × 1189mm) in portrait orientation only.
 A1 (594 × 841mm) landscape or portrait orientation.

US press-sheet equivalents: 35 x 46 inches (= 889 x 1168 mm) in portrait only
 28 x 34 inches (=711 x 864 mm) either orientation

If you choose to make your poster by means of multiple sheets of A4 or Letter paper, please note that the display boards are 1m wide by 2m tall. The maximum number of sheets (in portrait orientation) which should be employed is therefore 4 horizontally and 3 vertically (total 12). Extending further down the display board (i.e. to less than 1m above the ground) will make your poster impossible to read.

NB: Posters which exceed these dimensions will not be displayed.

Font size: we recommend not using a text font size of less than pitch 24, and preferably 28. Remember that people need to be able to read your poster standing up, and there will be between 50 and 100 posters in the room. Limit the total quantity of text as far as possible.

2. Materials and mode of display

We recommend the use of paper or card (either of which may be laminated). Excessively heavy or rigid materials may not be attachable to the display boards and should be avoided.

Posters will be attached to display boards by means of adhesive velcro patches (the patches are attached to the reverse of the poster, like sellotape/scotch, and the poster is then easily attached to and removed from the fabric display boards provided).

The velcro tape and the display boards will be provided by the Congress organisers.

3. Preparation/Printing

It is the responsibility of the person presenting the poster to produce the finished poster: it is not possible for the conference organisers to print posters on behalf of delegates.

A list of print-shops in Oxford which can print a poster (from disk) on sizes up to A0 will be available from the Congress organisers (note that such services are unlikely to be available on a Sunday, and may not be available as a 'same-day' service; you should only use this option if you plan to arrive in Oxford several days before the Congress begins).

4. Submission

Posters should be handed over to the Congress organisers at Registration (Sunday 02/09/07) and Congress staff will set up the poster display on Monday 03/09/07. If you are unable to attend Registration, posters should be taken to the Congress Office at the first available opportunity on the Monday (Examination Schools, ground floor, room 8 (Monday to Friday 09.00-17.30)).

5. Display

Posters will go on display in the North Examination School on Monday 03/09/07 and remain on display throughout the Congress. Three sessions have been set aside specifically for Poster presentation:

1. Tuesday 04/09/07, 11.00-12.30
2. Tuesday 04/09/07, 16.00-17.30
3. Thursday 06/09/07, 11.00-12.30

During these times, authors of posters are strongly encouraged to be present to discuss their posters with interested delegates.

After the final Poster session on Thursday 06/09/07 (11.00-12.30), poster authors are free to remove their posters. Any posters which have not been removed by 14.00 on Friday 07/09/07 will be disposed of (the organisers cannot be responsible for the return of posters).

6. Abstracts and digital copies of posters

Poster-authors are encouraged to submit abstracts of their posters. These abstracts will appear on the Congress website, and will be included in the information distributed to delegates at the conference (together with a map of the poster display to make it possible to locate specific posters in the display quickly).

Poster-authors are also encouraged to submit digital copies of their posters when complete, either in PDF format, or else as Microsoft Word/PowerPoint documents (the organisers are happy to convert such files to PDF). The Congress organisers hope to make these digital copies available on the Congress website, if authors give permission.

Queries

All queries concerning posters should be directed to:

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