



Annual Meeting Poster Presentation Guidelines

GENERAL RULES

- You **MUST** be registered for the meeting in order to make a presentation.
- An invitation to present a paper does **NOT** mean that SETAC Europe will provide financial support.

POSTER LAY OUT

- Poster orientation should be **portrait**, NOT landscape. Poster size should be **A0** (841 mm x 1189 mm).
- Proposed sections to be included:
 - Introduction & objectives
 - Materials & methods
 - Results & discussions
 - Conclusions
- Minimum font size for all text: 18 pt.
- Text and graphics must be readable from 2 meters (6 feet) away.
- Use bullets and keep text to a minimum.
- Use simple backgrounds; do not distract from the message. Aim for clarity and simplicity. Make an initial rough layout, keeping in mind the proportions of figures, tables, and text.
- In the planning of your poster presentation, remember that the poster will be available for viewing and discussion for several hours. The poster should be understandable without oral explanation.
- The temptation to overload the poster with excessive text and data should be resisted. Where possible, organise tables and figures chronologically in vertical progression. Be clear and concise in all statements.
- Excessive use of organisation logos / advertisements is not allowed.

POSTER DISPLAY

- You will receive your poster code mid April. The 2 letters in your poster code represent the day your poster should be displayed (MO = Monday, TU = Tuesday, WE = Wednesday, TH = Thursday, WT = Wednesday AND Thursday), the number is the number of the poster board. E.g. MO 052 should be displayed on Monday on poster board 52.
- **YOU** are responsible for setup and take-down of your poster during the prescribed times.

Monday - Wednesday:

07:45 - 08:10	Poster setup
10:15 - 10:45	Morning coffee break: attend poster
12:50 - 13:55	Lunch & poster session: attend poster
16:00 - 16:30	Afternoon coffee break: attend poster
17:15 - 18:30	Poster session & social: attend poster
18:30 - 19:00	Poster take-down

Thursday:

07:45 - 08:10	Poster setup
10:15 - 10:45	Morning coffee break: attend poster
12:50 - 13:55	Lunch & poster session: attend poster
13:55 - 15:45	Poster take-down

- All posters will be located in the poster and exhibition area.

- Your poster must remain displayed for the entire day (or for the entire 2 days if your poster code starts with WT). Posters must be removed during the prescribed times, so that the boards may be prepared for the next day.
- SETAC Europe will provide and post the abstract number. Logos and advertising material should not be used.
- Provide an envelope where people can leave their business cards for requests for more information. If possible, also provide hand-outs of your poster and your own business card.
- Be at your poster during the breaks and during the poster session / social to discuss your work with scientists visiting your poster.
- Leave a note listing other times you will be at your poster.

Should circumstances prevent you from making your presentation, you must arrange for a substitute to present your paper and you must notify the SETAC Europe office immediately by sending an e-mail to barbara.koelman@setac.org.

SETAC Europe

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