



## 2020 Poster Guidelines

### Dimensions and Formatting

- Dimensions: Each poster must fit on our poster boards, which are 800 mm wide by 1,100 mm high (31 inches wide, 43 inches high). Your poster can be any size or shape so long as it fits within this space; smaller is acceptable, larger is not. In other words, **your poster must not exceed the available space of 800 mm in width, 1,100 mm in height.**
- The top left section of the poster must contain:
  - Your assigned poster number. This number is the same ID number that was assigned to your submission document in the [ConfTool Conference System](#);
  - Title of the poster;
  - Name and institutional affiliation of each author.

### Layout and Design

- A poster is intended to provide a visually compelling and totally understandable presentation of your results. During the poster sessions we expect someone to be available at each poster to answer questions or add additional details; nevertheless, the poster should be self-explanatory for someone who just walks up and looks at it.
- It is extremely important that the text be readable. Therefore, modest amounts of text in a large font are critical. A sans serif font (e.g., Helvetica) is the most readable for material of this sort. Titles and main headings should be no smaller than 72 pt. font. Ideally, there should be no text smaller than 36 pt. font. The very smallest text must be at least 24 pt., but even at that size, it will be hard for observers to read. These obviously put severe constraints on how much text you can have, but are important for readability by someone standing nearby.
- Similarly, figures, tables, and charts should be large enough to be read easily. Be sure such items are labeled very clearly, again in a large font.
- Design is an important element of posters. Simply pasting the pages of an abstract or paper to the poster constitutes a very poor presentation. You should aim for an attractive layout that gets your message across clearly. If you need so many words to convey your message that you run out of space, maybe the problem is the message itself. Simplify what you present. If there are subtleties or complexities, these can be conveyed verbally.

### Onsite Presentation

- There will be two poster sessions this year. The [first poster session](#) takes place Tuesday, 24 March, 5:00 – 6:00 pm (17:00 – 18:00), and the [second poster session](#) takes place Wednesday, 25 March, 5:00 – 6:00 pm (17:00 – 18:00). The location is Borås Kongress,

our conference venue; the exact room location will be announced prior to the conference. You can view the conference's [program schedule](#) for details.

- The poster area will be available for set-up starting 8:30 am Tuesday, 24 March. Make sure to have your poster in place no less than *one hour before* the first poster session begins, so that the session can launch without delay.
- Your specific location will be assigned. Poster numbers will be indicated on the poster boards. Make sure to put your poster in the correct location.
- At least one presenter *must* be with the poster throughout *both* poster sessions.
- Posters may be left up on the boards between sessions.
- All posters must be removed by 11:30 am Thursday, 26 March. Posters that remain in place after that time will be removed by us. The iConference is not responsible for posters that are unclaimed, damaged or lost before, during, or after the conference.
- We will have pushpins available. If you need other supplies, please bring them with you.
- Your poster is your presentation. No electricity or tables will be provided.

#### **Awards**

- The five finalists for the Best Poster Award can be found on the [conference awards webpage](#). The presentations of these finalists will be judged during the first poster session. All finalists will be honored and the winner named during the second poster session. Finalist should make sure a representative is on hand for the presentation ceremony.

#### **Questions**

Questions about the above instructions should be sent to Posters Co-Chairs [Masanori Koizumi](#) and [Pamela McKenzie](#).