# ⓘ INFORMATION FOR POSTER PRESENTERS

Poster Panel Size

Please refer to this visualisation of the poster panels to be used during the conference - please note that there will be two posters displayed on each side of the poster board.

The display area allocated to each poster is 121cm wide x 121cm high (4ft x 4ft - A0 sized portrait paper may be used) - **please ensure that your poster does not exceed this size**.

It is recommended that you leave a margin of at least 7.5cm (3in) around the poster. When preparing your poster and considering how much of your display will be visible at eye-level, please bear in mind that panels will be mounted on stands.
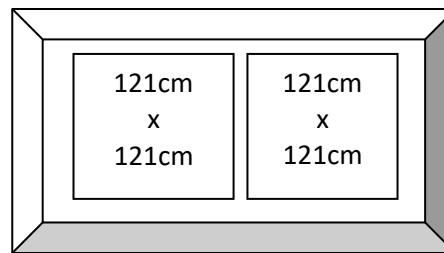
Poster Panel Allocation

A numbered panel will be allocated for each poster (separate from the abstract number you have been assigned) and conference staff will be on hand to advise you of your poster panel number during the set-up time for your session.

Poster sessions will take place in the **Hibiscus Room**. Please ensure that you stand by your poster(s) during your session for discussion and questions.

Please see scheduled times below:

| Poster Session	Presentation Date	Presentation Time	Poster Numbers	Pin Up	Take Down
1	Tuesday 31 January	11:30 – 12:30	Poster numbers starting with P1	From 08:00 Tuesday 31 January	By 17:30 Tuesday 31 January
2	Wednesday 1 February	11:15 – 12:15	Poster numbers starting with P2	From 08:00 Wednesday 1 February	By 17:30 Wednesday 1 February

Fixings

Posters should be fixed to boards with push pins. Fixing materials will be provided by the organizers.

Social Media Information

On your poster board you will find a media permission card. Please alter this to reflect how you would like your poster to be treated by delegates. (The default option is NOT ok to share)
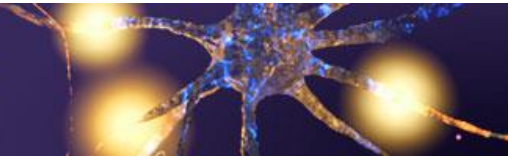
GENERAL GUIDELINES FOR POSTER PRODUCTION

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while the author is free to supplement or discuss particular points raised in inquiry. Presentations should be kept simple and clear and a mixture of text and graphics is recommended. Remember that the viewer, not the author, as in the case of slide presentations, determines the time spent at each poster.

Poster Layout
Materials should be mounted on coloured poster paper or board. Use matt finish rather than glossy paper. Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving along it rather than by zigzagging back and forth in front of it. An introduction should be placed at the upper left and a conclusion at the lower right. The abstract does not need to be presented.

Illustrations
Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

Text
Minimise narrative. Use large type in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.

Titles and Fonts
Titles and captions should be short and easy to read, in a sans serif font for preference. Use large lettering as this means a number of people can read the poster from a distance without overcrowding. Remember to caption your poster with the abstract title, authors' names and affiliations.

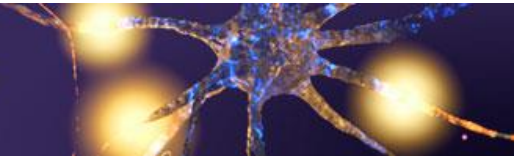# Headings should be a minimum of 50 point size

Whereas, 25 point size

MIAMI WINTER SYMPOSIUM 2023

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is suitable for text

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