Electronic Poster Preparation Tips

It is suggested that the electronic posters be prepared in a manner that can be easily understood and should provide the conference attendee with an easily remembered "take home message." Ideally, the content of each electronic poster should be clearly divided into sections, including abstract, introduction, problem definition (or aims/objectives of the work), summary, results and conclusions. In short, electronic posters should contain all the essential information of your paper, but should not be cluttered with unnecessary details.

Electronic posters will need to be prepared in PDF format and are best prepared in Microsoft PowerPoint using an electronic poster size of 53.33” x 30”. In order to be legible without the use of the zoom function all lettering and diagrams should be large enough to be read from a minimum of 2 meters away (6 feet), i.e. using a font size 28 or larger. All text should be created as vectors/fonts, no images (bitmap/jpg/png) of text should be used. All fonts used must be embedded to ensure that your electronic poster can be rendered correctly.

Figures, charts, photographs, etc. should be similar to those in the preprint of your paper for easy recognition by conference attendees and each figure and table should have a brief title. Remember that during your presentation you can use the zoom function to enlarge graphs and figures to highlight details that reinforce your overall message. Using the electronic poster size listed above the suggested font size is 90 (~3cm or 1-1/4”) for the title and 54 (~2 cm or 3/4”) for names and addresses of authors and section headings, such as ABSTRACT, INTRODUCTION METHODS, RESULTS, DISCUSSION AND SUMMARY. Remember, space the typing for easier reading.

As much care should be expended on the preparation of electronic posters as for the preparation of the original figures in a paper or for the preparation of slides for an oral paper. Many of the rules for the preparation of good slides apply to the preparation of good electronic posters.

- Keep them simple and avoid overcrowding.
- Make sure letters are legible and large enough for distant reading.
- Ensure there is enough contrast between content and background.

Do not try to provide too much information on one electronic poster. An overloaded electronic poster rarely attracts attention. Our suggestion is to display only short sentences or a list of sentences (or phrases) under each heading preceded by bullets or numbers to describe the work. Remember, you will be there to provide further information to delegates.

Electronic Poster Arrangement

It is very important to plan carefully and organize for the optimum use of the electronic poster space and how you intend to walk the conference attendee through the content as you are presenting. Subdivision into sections can be helpful and comprehension of the electronic poster will be greatly facilitated by mounting all sections in vertical columns. There is no obligation to fill the entire space. At the same time, do not mount a complete manuscript that may take 30 minutes to read!
Electronic Poster Presentation

All electronic posters will be available on any of the Electronic Poster Stations at the conference. Each electronic poster will be assigned a presentation slot during one of the Electronic Poster Sessions at which the author will be expected to present their research to the audience. For papers with multiple authors, only one author needs to be present during the session, but co-authors can also be present if desired. If an author has more than one electronic poster in the Electronic Poster Session, it is the author's responsibility to pre-arrange presentation of each electronic poster. It is impossible for a single person to present more than one electronic poster simultaneously, and no such plan will be accepted at the conference.

Suggestion to Authors

If you can provide something for the participants to carry away, a one-page outline, bibliography, etc., your electronic poster presentation will be remembered longer. This is largely a matter of taste, since a published version of your paper will be available after the conference. Whatever you furnish should be supplementary information.

Concluding Remarks

Well-organized and well-prepared electronic poster presentations and discussions offer a better way than paper sessions to develop personal contacts in specialized fields as well as accommodate a large number of research topics in one session. Remember that the impression your electronic posters create will greatly influence the evaluation of your paper by the technical community.

It is hoped that the general suggestions presented here will leave enough freedom to the authors for individual and imaginative layout of electronic posters, yet provide the necessary information required for rapid and efficient transfer of information to the audience.