



## 17<sup>th</sup> Workshop on Targetry and Target Chemistry

August 27<sup>th</sup> to 31<sup>st</sup> 2018

Coimbra - Portugal

# INFORMATION FOR POSTER PRESENTERS

### Poster Panel Size

Please refer to this visualisation of the poster panels to be used during the conference. The display area for each poster on the panel of the poster board is **120cm high by 90cm wide**.

This area will be allocated for each poster. Please ensure that your poster does not exceed this size. **It is recommended that you leave a margin of at least 7.5 cm 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.

**120cm X 90cm**

**(PORTRAIT)**

### Poster Panel Allocation

A numbered panel will be allocated for each poster (separate from the abstract number you have been assigned) and staff will be on hand at the conference to provide your poster panel number. Please ensure that you stand by your poster(s) during your session for discussion and questions.

### Set-up and Session Times

There will be time for poster viewing during the refreshment and lunch breaks in addition to the allocated poster viewing sessions scheduled throughout the conference.

### Fixing

Please ensure that you bring a sufficient amount of fixing materials with you, however the Secretariat will have some available for delegate use at the conference.

## 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

Headings should be a minimum of **50 point** size  
whereas, **25 point** size is suitable for text