

GUIDE TO MAKING AND PRESENTING POSTERS

For the effective presentation of the key messages of your work, please consider the following Guidelines when creating your Poster:

Location

The poster panels will be located inside the Neptun International Conference Centre in the Expo FOREN 2024 area. One panel will be provided for two posters with an identification number for each. Your poster number will be given at registration. Please request it. Please make sure that your poster is displayed on the appropriate poster board. Do not place your poster in another location or on another board. Poster boards will be made available to poster presenters from Sunday 16.06.2024.

Time for poster presentation

Each poster presenter will receive a poster number card upon registration, according to the order in which they were registered for the poster session. This card must be displayed next to your poster.

Preparing posters

The poster must be a visual representation of your paper work in extenso.

Posters must meet the following criteria:

TITLE

The title must be the same as that of the full paper.

INFORMATION WITH THE AUTHORS AND CONTACT

The names, telephone numbers, email addresses (website) of all authors should appear on the poster.

DIMENSIONS

The poster must fit within the **A0 format - 841 mm x 1189 mm (maximum 0.900 mm width x 2300 mm height) and must be in PORTRET format.**

VISIBILITY

The poster should be easy to read from two meters.

SUMMARY (Optional)

The abstract is an abbreviated, concise representation of the poster. It should be no more than 300 words and should focus the essential information in the poster in appropriate terms and be representative. Including an abstract on your poster is optional.

The use of only small letters or only capital letters in general content makes it difficult to read. The use of multiple fonts/styles should be avoided (a maximum of 2 fonts is recommended, avoiding *italics*).

RECOMMENDATIONS

TEXT TYPE	FONT SIZE	WRITING STYLE	GENERAL RECOMMENDATIONS
TITLE	20-24 mm or maximum 100 pt	Capital letters / bold	At the top of the poster, write the title of the presentation and the names, the authors and the institution where the work was carried out.
CHAPTER HEADINGS	48 pt recommended, maximum 60 pt	Capital letters	Useful titles are: "Introduction", "Methods", "Results", "Discussion" and "Conclusions".
CONTENT	24 - 28 pt, maximum 32 pt Single line spacing	in capital letters and small letters	Any description of methods should be simple and concise

GENERAL GUIDELINES FOR THOSE WHO HAVE NOT SUBMITTED POSTERS BEFORE

- ✚ The message contained in your poster should be clear and understandable, without the need for a verbal presentation. Methods should be presented simply and concisely.
- ✚ Leaflets and other materials distributed to the audience can be very useful, but they should not be placed on the floor for safety reasons. If such items or poster wrappers are found on the floor, they should be removed by Forum administrative staff. If you wish to distribute certain materials, you must have a suitable container for them.
- ✚ After title, the most important headings are Introduction and Conclusions. Based on these the reader will decide whether to consider the details in the poster and may even discuss them with the presenter. Therefore, these headings should be very simple, concise and visually attractive.
- ✚ The results should be presented as graphically as possible. Large tables of data should be avoided.
- ✚ Pictures, symbols, and colours should be used. Explanatory captions for Figures are essential and should be brief but informative.
- ✚ Use the space available to you to draw the audience into the discussion, not to present complex details of methods and results.

The sticker for attaching the Poster to the presentation board can be obtained from the FOREN 2022 secretariat representative nominated on the Conference Centre where you have the room.

The use of tacks for fixing is not effective and is totally prohibited.