



## **INSTRUCTIONS FOR POSTER PRESENTATIONS**

---

The following guidelines will be of help when you prepare your presentation. Please remember that it is very important that you prepare your poster **BEFORE** you travel to the Bangkok Convention Centre (BCC) and that you bring it yourself. Do not mail your poster.

One poster board will be allocated for each poster  
Size of usable area: 80 cm wide x 180 cm high  
Colour: white

Each piece of paper, graph, photograph etc. that you pin onto your poster board is defined as a poster unit. Your poster presentation may be made up of one large poster unit (maximum size 0.80 x 1.80 cm), or several smaller poster units. Material to stick your poster to the board will be available at the poster desk. In our experience, the most successful poster presentations are the ones made up of four or less separate poster units.

## **PREPARING YOUR POSTER UNITS**

### *General*

Two important points to remember when preparing your poster presentation:

- Your audience should be able to see your material from a distance of 2 - 3 metres. This means that all lettering should be at least 8 mm high.
- Plan your poster so that delegates can grasp the significance of your work quickly. Number your poster units in the order you wish them to be viewed.

### *Title Banner*

If possible, prepare a title banner to go across the top of your presentation.

The title banner should be at least 100 mm wide and should state:

- The title of the presentation
- The name(s) and affiliation(s) of the author(s)

Lettering on the banner should be at least 20 mm high.

### *Text on poster units*

Use a clear typeface such as Helvetica or Times Roman and, if possible, a laser printer. Keep text to a minimum - ideally, no more than 15 lines of type on a regular A4 sheet.

### *Graphs and diagrams*

Graphs and diagrams often convey more than just words, as long as they are clear and simple. Graphs and figures should be drawn with a minimum line width of 1 mm.

### *Colour*

Colour can greatly enhance your presentation. Some suggestions:

- Use colour within diagrams.
- Paste your individual poster units onto coloured card using different colours to guide your audience through your presentation - introduction, results, conclusions, etc.

### *Handouts*

'Handouts', photocopies of either your individual poster units or the whole presentation reduced to A4 format, are generally well appreciated by delegates.

If you wish to distribute handouts, you should prepare them beforehand and bring them with you.



**WHEN YOU ARRIVE AT THE BANGKOK CONVENTION CENTER (BCC):**

**Registration**

You should register at the Registration Desk, upon arrival at the Bangkok Convention Center (BCC).

**Posters**

Posters will be presented on poster boards on Monday and Tuesday November 14 and 15, 2005. During the coffee, tea and lunch breaks you and/or your co-authors are expected to be present at the poster.

**Poster mounting**

Please mount your poster before 09.00 hours on Monday November 14, 2005. The number of your poster can be found in the final programme and/or abstract book which will be handed over to upon registration. There is a poster desk in the poster area. The staff at this desk can help you as well. Assistance and material for mounting the posters (double-adhesive tape) will be supplied. Do not use nails, push pins, screws, or any tools that will puncture the poster boards. Setting-up a poster generally takes at least 15 minutes.

**Removing your poster material**

Material should be taken after the closing ceremony on Tuesday November 15, 2005 but before 16.00 hours. Material that has not been taken down by the author(s) in time will be removed and destroyed.

**Responsibility for poster presentations**

*The Organising Committee does not assume any responsibility for material displayed on the poster boards.*

**Queries**

If you have any queries concerning the procedures, please contact the Congress Secretariat:  
Eurocongres Conference Management,  
E-mail: [isbt.bangkok@eurocongres.com](mailto:isbt.bangkok@eurocongres.com)