Guidelines for poster design

Posters do not need to be submitted in advance and can be brought on the day, or the day before the conference. If bringing on the day please try to arrive early in order to enable maximum viewing time for your poster. The poster should include the following sections although details may vary slightly depending on the nature and stage of the individual research project:

Posters can be produced in either portrait or landscape but should be A1 in size.

Title: The title should be descriptive, specific, and concise and should be the same as submitted on the abstract. All authors (surname, initials) should be listed, this must include the dissertation supervisor as a co-author in the production of the poster. Any affiliations must also be included; ideally through inclusion of the logos of those affiliations.

Introduction: The Introduction should give the background to the work and should close with the study objectives.

Material & Methods: These should be clearly reported and all methods used should be stated, including the samples size. Use of statistical analyses should be clearly highlighted here and describe the model and programme used. Illustrations to support this section are welcomed where appropriate.

Results: This section must include all relevant results, together with the relevant statistical results. They must reflect the methods described in the previous section and provide sufficient evidence to support interpretations. Decimal places should be restricted to two and please be accurate and consistent with units. Appropriate illustrations via the use of tables and figures to support this section are encouraged. Tables and figures should be numbered and titled appropriately; table legends above and figure legends below the illustration.

Discussion & Conclusions: These should reflect accurately the data given in the Results section.

Application to Industry: This short section should highlight clearly how the authors interpret that these results can be applied in to industry in either the short or long term.

Acknowledgements (if applicable): Please acknowledge any party (other than that of the affiliated institution) that has funded or contributed financially to the study.

References: Please reference, in full, any citations given in the preceding text using the Harvard system of referencing. It is recommended that no more than three references be used.

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General

- Posters should be restricted to A1

- All headings should be in bold font.

- All posters to be submitted in English

- Lay your poster sections in a logical order so that readers can follow your poster content. A good method is setting up your poster in a column format so that individuals interested can read your poster, 1st vertical, then top to bottom, and then left to right.

- Use a type size that can be read easily from a considerable distance (4 feet or more). The title should be larger than the rest of the text. Select a legible font such as Times Roman, Times New Roman, Baskerville, or Palatino.

- Posters should stimulate discussion, not give a long presentation. Therefore, consider carefully the text included, emphasise graphics, and make sure every item in your poster is necessary.

- Space your information proportionally: divide your poster either horizontally or vertically into three or four sections and place your materials within those spaces. Like a layout of a magazine.

- When standing with your poster, try not to stand directly in front of your poster, allow other students and scientists to view the entire poster; stand to the side.

- Hand carry your poster to the conference, using tubular packaging or a portfolio case. Do not mail your poster.

- A4 printed copies of your poster for viewers to take with them as hand-outs are encouraged and should be placed with or near to your displayed poster.

- When choosing a background, remember that neutral or grey colours will be easier on the eyes than a bright colour. It is recommended that you use your institution's template where possible; your supervisor should be able to provide you with this.

Please email alltech@hartpury.ac.uk with any queries.

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