



Guidelines Poster Presentations

GENERAL RULES

- You **MUST** be registered for the meeting in order to make a presentation.
- An invitation to present a paper does **NOT** mean that SETAC Europe will provide financial support.
- Please contact the SETAC Europe office (katrien.arijs@setac.org) if you have questions about your presentation.

POSTER LAY OUT

- Poster orientation should be portrait, NOT landscape.
- Poster size should be A0 (841 mm × 1189 mm).
- Title should be in ALL CAPITAL LETTERS, 72 pt. font, author and affiliation in 42 pt. font
- Sections to be included:
 - Introduction
 - Materials & Methods
 - Results & Discussions
 - Conclusions
- Minimum font size for all text: 18 pt.
- Text and graphics must be readable from 2 meters (6 feet)
- Use bullets where possible and keep text to a minimum.
- Use simple backgrounds; do not distract from the message.
- Excessive use of organisation logos / advertisements is not allowed.

POSTER DISPLAY

- The 2 letters in your poster code represent the day your poster should be displayed, the number is the number of the poster board. E.g. TH 05 should be displayed on Thursday on poster board 5.
- YOU are responsible for setup and take-down of your poster during the prescribed times.

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|-----------|---------------|--|
| Thursday: | 09:30 - 10:30 | Poster setup |
| | 12:20 - 13:30 | Lunch & poster session: attend poster |
| | 15:00 - 15:30 | Coffee break & poster session: attend poster |
| | 17:00 - 18:30 | Poster session & cocktail: attend poster |
| | 18:30 - 19:00 | Poster take-down |
| Friday: | 08:30 - 09:00 | Poster setup |
| | 10:40 - 11:15 | Morning coffee break & poster session: attend poster |
| | 12:55 - 14:00 | Lunch & poster session: attend poster |
| | 15:00 - 15:30 | Afternoon coffee break & poster session: attend poster |
| | 16:00 - 16:30 | Poster take-down |
- Your poster must remain displayed for the entire day.
- Provide an envelope where people can leave their business cards for requests for more information. If possible, also provide hand-outs of your poster and your own business card.
- Be at your poster during the breaks and during the poster session/social.

If you cannot attend the meeting or must withdraw your poster presentation, you must contact the SETAC Europe office immediately by sending an e-mail to katrien.arijs@setac.org.

You may not be allowed to present at the next meeting if you cancel without reason or are a no-show.