

# Guidelines for preparing posters

## AIM OF THE POSTER

Encapsulate your work in the most effective way (Organized & logical), in the least possible space

(Explicit and brief)

## POSTER MATERIAL

- This conference focuses on use of either recyclable material or paper for poster presentation. Kindly contribute towards the environment by not printing the poster on flex.

### Do's

- ✓ Use A4 paper(200-300 GSM white sheets) for each component of the poster (introduction, methods etc.) and assemble on the poster board
- ✓ Use chart paper as a material to print the poster

### Don'ts

- × Preparing posters using flex (polyvinyl chloride (PVC) banners)
- × Preparing posters using non-recyclable or non-biodegradable material

## Components of a research poster

- Title
- Name of the authors and the guide(if applicable), affiliations
- Introduction (brief)
- Objectives
- Materials & Methods
- Results
- Discussion should have following
  - a) Message: The principle project message
  - b) Enabling Factors/Obstacles: What worked? What didn't?
  - c) Lesson learnt
  - d) Impact: On yourself, participants, Institution and region etc
  - e) Future: How you have planned to take this project forward?
- Acknowledgments (optional)
- References (optional)

## **Components of concept papers**

- Title
- Name of the authors and the guide(if applicable), affiliations
- Introduction (brief)
- Objectives
- Description of the concept
- Who are the stakeholders
- Which effect should the concept have?
- Who should finance the operation of the concept? Budget?
- What need to happen before the concept becomes reality?
- References

## Font – size, style and colour

### **Font size**

- Minimum should be 30 points (should be legible from at least 6 to 8 feet away)

### **Font style and colour**

- Use a simple font style e.g. Arial, Verdana
- Dark text on light background e.g. White background and Black text

Be consistent with the font size, font style and colour

### **Display area**

Poster boards will be provided at the venue

- Don't forget to bring pushpins to mount the poster onto the board