# Some Hints for Posters

## Preface:

When creating your poster, consider that there usually are many posters close to each other which the conference participants want to see within a relatively short time period. So you need to

- Attract attention
- Convince the reader to continue reading
- Make your point clearly and quickly
- Give the reader a way to learn more about your work (email, web, handout)

## Layout:

- Paper size A0 portrait
- Font typically Arial, font size for text >= 27pts, section titles >= 48
- 2 columns
- Title large, include author(s), affiliation, email, web page
- Include logo of institute or university
- Use corporate design where appropriate
- Clear (and large) figures
- Colours are useful to highlight points
- Boxes, arrows, colours and other design things can be used to structure the poster

## Style:

- No full sentences needed, use bullet points
- Summary and figures are most important parts
- Poster must be understandable without extra explanation
- Scientific style is expected but some colloquial forms are accepted like

**Is this really the solution?**

## Structure:

- Background / Introduction
- Results
- Summary
- References / Acknowledgements

# Some Hints for Extended Abstracts

## Preface:

Extended abstracts usually have to follow very strict rules for length, layout, referencing, and structure. Therefore, the following suggestions might not always apply.

## Layout:

- Paper size A4, 4 pages in total
- Font typically Times New Roman 11 or 12pts
- Single column
- Page numbers
- No colour in text, only in figures
- Formatted title, author, affiliation
- Limited number of figures
- References included in the text as citations, either with numbers [1] or as author citation (Einstein et al., 1929).
- All figures or tables need captions. Figure caption below figure, table caption above table. Captions are numbered and reference in text is made using this number (see Fig. 3). Captions should be presented in different font or font size, usually smaller than the main text

## Style:

- Use full sentences and divide text into sections and paragraphs. Bullet lists are rarely used.
- Summary and abstract are most important as many readers will read the abstract to decide whether or not to read the paper and the summary to get the main information. Don't rely on people also reading the main part of the text!
- Any material coming from other sources needs to be referenced.
- Neutral, scientific style is expected
- Usually the passive voice is used ("The experiment was conducted by slowly adding oxygen" instead of: "We conducted the experiment by slowly adding oxygen")

## Structure:

- Abstract (short, smaller font, must be understandable on its own, no references in abstract)
- Background / Introduction
- Results
- Summary
- References (include author(s), title, journal, issue, pages, year or weblink and date of download)
- Acknowledgements (if any)

# Checklist for Posters:

- Does it attract attention?
- Does it look nice?
- Can I get the main information at a glance?

- Can I read it well?
- Are text and images well balanced?
- Is the level of detail appropriate?

- Do all figures have legends?
- Do figures have references where needed?
- Are title, author, affiliation visible?
- Do all figures have enough resolution?

- Is spelling correct?
- Is layout clean and consistent?

- Is content correct?
- Is there a summary?
- Is there an introduction?