

## Instructions for Poster Presentation

### Poster Presenter Guidelines:

- Posters will be arranged by topic. Each poster display will be 115 cm × 230 cm mounted horizontally, with usable space of 112 cm × 224 cm. All poster material should be confined to the space provided. Suggestions for the preparation and presentation of your poster are provided below.
- The first author of poster abstract is responsible for the proper assembly, mounting, and presentation of his/her poster. Presenters will be allowed to begin mounting their display on their assigned board at 9:00 am on Sunday, 4 April 2004. Posters must be removed immediately at the end of the session, (6:00 pm on Monday, 5 April 2004).
- The poster board surface consists of **fabric over corkboard**. **Pushpins or Velcro** can be used to mount the poster, with pushpins being the preferred method. EACH PRESENTER MUST PROVIDE PUSHINS OR VELCRO FOR HIS/HER DISPLAY.
- The chairperson of the poster session will be present at the session and available to provide assistance and answer any questions. This individual will be wearing a "Session Chair" ribbon.
- Bibliotheca Alexandrina will provide and post the abstract number. At the top of each poster, you should post a label stating the **title**, **authors**, and **author affiliations**. Logos and advertising material should NOT be used. The official language at the Poster Session will be English.
- The lettering of this title strip should be at least 2.5 cm high. Bear in mind that the illustrations and text must be read from a distance of at least 150 cm. All lines should be heavily drawn. Typed materials should be on the largest typeface available.

### Suggestions:

1. In the planning of your poster presentation remember that the poster will be available for viewing and discussion for several hours. Posters should be readable from one and half meters away. The poster should be understandable without oral explanation.
2. When planning your poster presentation, aim for clarity and simplicity. Make an initial rough layout (use same diagram), keeping in mind the proportions of figures, tables, and text. Try to maintain a balance of utilizing approximately 50% of the poster board area.
3. A good poster should be like a good paper. However, avoid displaying a short manuscript. Be clear and concise in all statements. Include your objective, the design/methods, the results and conclusion. The objective of the work should be stated. Experimental details should be concise. Tables and conclusions should be clearly stated.

4. The temptation to overload the poster with excessive text and data should be resisted. Where possible, organize tables and figures chronologically in vertical progression.
5. It is helpful to bring handouts of your poster, as well as your business cards, to pass out to those who are interested.
6. Should circumstances prevent you from making your presentation, you must arrange for a substitute to present your paper and you must notify your Session Chairperson and the Bibliotheca Alexandrina Contact Person ([marwa.kandeil@bibalex.org](mailto:marwa.kandeil@bibalex.org)).
7. Presenters are expected to discuss their work with scientists visiting their poster particularly during the coffee breaks of the conference and during the Library tour on Monday, 5 April at 5 pm.