



## Instructions for Poster Presentations

The following guidelines will be of help when you prepare your poster presentation. Please remember that it is very important that you prepare your poster **BEFORE** you travel to Copenhagen and that you bring it yourself. Do not mail your poster.

If you require help printing please use PosterSessionOnline as our trusted partner. More information about their service can be found attached to the email.

### Poster board size:

Size of usable area: 90 cm wide and 230 cm high (portrait).

### Preparing your poster

#### Text on poster

- Use a clear typeface and, if possible, a laser printer.
- The poster should be readable from a distance of 2-3 meters. This means that all lettering should be at least 8mm high, with a minimum font size of 24.

#### Material of your poster

- Please do not prepare your poster on canvas but only on paper

#### Graphs and diagrams

- Graphs and figures should be readable from a distance of 2-3 meters.
- They should be drawn with a minimum line width of 1 mm.

#### Handouts

'Handouts', photocopies of either your individual poster units or the whole presentation reduced to A4 format are generally well appreciated by delegates. If you wish to distribute handouts, you should prepare them beforehand and bring them with you.

#### Poster-session

The Poster Session will be organised on Monday June 19, from 17.30 – 18.30 hours. All Poster authors are kindly requested to be present at their poster during the entire session. The Poster session will be held to enable poster presenters to showcase their work. All delegates are invited to walk around the poster area to view the posters and to enter into lively and challenging discussions with the poster presenters. Snacks and drinks will be served.

#### Poster Area

Posters will be presented in the poster hall, which is located close to the Exhibition Area.

The number of your poster can be found in your email and online Abstract book (for example P-001).



Assistance and material for mounting the posters will be available from set-up time at the poster desk in the poster area. Setting-up a poster generally takes at least 10 minutes. Material that has not been taken down by the authors in time will be removed by the organization and destroyed.

Mounting posters: as of Saturday, June 17 as of 08.00 hours

Dismantling posters: before Wednesday, June 21 before 13.00 hours

Opening hours Poster desk:

Saturday June 17	08.00 – 17.00 hours
Sunday June 18	08.00 – 21.00 hours
Monday June 19	08.00 – 18.30 hours
Tuesday June 20	08.00 – 17.00 hours
Wednesday June 21	08.00 – 13.00 hours

**Responsibility for Poster Presentation**

ISBT and local committees do not assume any responsibility for material displayed on the poster boards.

**Queries**

If you have any queries concerning the procedures, please contact the ISBT Congress Secretariat  
Tel: +31 (0)20 570 9600 or [Copenhagen@isbtweb.org](mailto:Copenhagen@isbtweb.org)