



Poster and Oral Guidelines for Authors

Guidelines for a Poster Presentation:

1. Posters should be designed in portrait format, with the size not exceeding A0 paper size (841mm x 1,189mm / 33.11" x 46.81"). We recommend that you print on traditional paper with laminate. No landscape posters will be accepted at Geocongress 2018.
2. Posters should include:
 - a. Poster number: (top left-hand side)
 - b. Poster title (top centre), followed by authors' names, institution, corresponding e-mail
 - c. Poster body with content (such as introduction, materials & methods, results (including figures & tables), discussion & conclusions, references & acknowledgements).
3. Posters must be in English.
4. Ensure good legibility, with the following as recommended guidelines:
 - a. Lettering should be legible from 1m (3.28 ft.) away.
 - b. Use larger lettering for the poster's title and author's name(s).
 - c. The font should be simple, clean-looking typeface that is easy to read.
 - d. Capitals and lower-case letters in combination are easier to read than all capitals.
 - e. Bullets may be helpful in summarising information.
5. Sources of funding should be acknowledged and any real or apparent conflict(s) of interest must be disclosed on your poster.

Onsite set up instructions:

- The poster boards will be numbered with your official poster presentation number (as indicated above) as well as your abstract ID, poster title and author(s). Please ensure you that you use the allocated poster board.
- Your poster(s) will need to be set up before 10h00 on the 18 July 2018.
- Your poster(s) will need to remain up for the duration of the Geocongress 2018. You are permitted to take your poster(s) down after lunch on the 20 July 2018.

What can I use to put my poster up?

Poster presenters are responsible for putting up their posters, bringing their own tape and ensuring that it remains affixed to the allocated poster board for the duration of the conference.

- Double-sided tape is recommended (broad, not narrow) to fit the poster on a PVC surface of the poster board – please ensure you bring your own tape.
- Nails, glue and staple guns may not be used.
- Prestick and similar putty-like adhesives do not work well.

Presentation Details:

Presenting time break down: You have been allocated 20 minutes to present your abstract. This permits a speaking time of 15 minutes and 5 minutes allocated to Q&A. Please ensure that these time frames are adhered to. It is advised that you work on one (1) slide per minute to ensure you stick to the time allocations.

General Guidelines:

- Please note that only the venue laptops will be used for presentation purposes.
- Please bring your PPT presentation on a USB or an external hard drive.
- It is advisable not to use 'Prezzie'
- Mac users, please ensure that you convert the presentation over to PowerPoint (or pdf, if need be).
- Videos will need to be embedded within the presentation, if you are unsure of how to do this – the technicians onsite will be able to assist
- Presenters are permitted to use the branding of the organisations they are representing, please ensure that this does not over power the content of your talk.
- A presentation title / introduction slide with your topic and presenter name needs to be the first slide of the presentation. This will be shown whilst the talk is being introduced by the session chair.
Additional information: (can remove if not relevant)
- Kindly note that information pertaining to the day, time and session will be sent through in due course. The Scientific Committee is waiting on final confirmation regarding the Scatterlings Conference Template 2018 Congress CPD accreditation before we can notify you on the sessions your talk has been allocated to.
- You will be required to attend the full session that you are involved in
- Onsite instructions that will need to be adhered to will be sent out closer to the Congress