Guidelines for Preparation, Submission and Exhibition of Posters

Sixth Annual Research Colloquium of HARTI

18th March 2016 - Colombo

INTRODUCTION

The poster session of HARTI Research Colloquium is more informal than the oral session. In poster session, participants/audience has time to study complicated information at their own pace. In this session, there is an opportunity not only to ask quick and specific questions, but also to develop conversations, which often evolve into in-depth discussions of underlying principles.

As a poster presenter, authors have an enhanced opportunity, at HARTI Research Colloquium, to explain their work to a targeted audience of intensely interested peers. The poster exhibit offers the presenters/authors flexibility in selecting the most effective techniques to help the audience understand the message the author is presenting and quickly grasp the principal findings. Therefore, all the authors/presenters of the poster session are hereby requested to follow the instructions given in this document in designing, submitting and exhibiting an attractive and effective poster to the HARTI Research Colloquium 2016.

- **Best Poster Presentation**. A cash award of Rs. 10,000.00 each for the best poster presentation under HARTI and university categories.

VENUE

Posters will be displayed in conveniently located public areas of the Research Colloquium where they will receive ample attention in addition to the time budgeted for the poster session of the Research Colloquium. The Colloquium will accept only a limited number of posters that can be displayed and viewed under highly favorable conditions.

DESIGNING

Size of the Poster

The accepted size of the posters in the Sixth Annual Research Colloquium of HARTI - 2016 is **A0 (A Zero - 841 mm x 1189 mm)**.

The poster should be created on **ONE** slide in Microsoft Office PowerPoint2007 or later versions. The page size of the slide must be the accepted poster size of the Colloquium which is the desired print size as well. The step of customizing the page size should be done before creating the poster. The print quality will be substandard if the poster is designed first and then changed to the paper size. To prevent cropping when printing, please be sure to have a **1 inch** margin around the edges of the poster.

The poster must cover the material as cited in the abstract. The presentation should be well organized so it is clear, orderly, and self-explanatory.

The font sizes in the poster have to be adjusted depending on the amount of text in the poster and the style of the font chosen. It would be better if simple font styles such as Arial, Times New Roman. For readability, any font size smaller than 18 points should not be used (for body text the font size should not be smaller than 24 points).

For consistency, it would be best to make all the headers the same size and use the same font size throughout the all body text.

Layout

A consistent and clean layout is expected to be in all posters submitted to the HARTI Research Colloquium. The poster should read from top left to bottom right, like reading a page.

- Divide the poster into columns (preferably 3-4).
- Use headings to identify the sections (within the columns at the start of each section).
- Avoid long stretches of text.
- Break up text with tables, charts, diagrams, figures and photographs etc. for visual appeal and to save space.
- Use graphics instead of text to illustrate points.
- Blank space should make up at least 30% of the poster.

Content

The content of the poster should be brief, concise and should not be used to overwhelm viewers with too much information. Short sentences and/or bulleted text should be used. The text as well as diagrams or charts should be prepared with legibly in a size sufficient to be read at a distance of 1.5 meters.

Standard Components

- Institution/University branding (logo).
- Title with authors' names and affiliations (the corresponding author should be denoted using '*' as given in the Abstract). The title should be approximately the entire width of the poster.
- Typical headings
  - Introduction

- Materials and Methods
- Results and Discussion
- Conclusions
- Key References
- Acknowledgment (if applicable)

Colors

- Use 3 - 4 colors and keep them consistent.
- Use strong, primary colors.
- Use color to highlight key words in the text. However, most text should be black.
- Background should be plain (white is a good choice). Avoid backgrounds with patterns or gradients.

As the colors that can be seen on the computer monitor will not reproduce exactly the same on a printed poster, as monitor color settings vary, presenters have to be careful in color selection and use.

Graphics

Clearly stated and simply displayed graphics will allow the audience to understand the research without extensive written explanation.

- Graphics should have a resolution of at least 300dpi.
- Avoid using screenshots (as they are usually 72dpi) – screenshots are extremely pixilated (blurry) when printed on a large poster.
- **DO NOT** make graphics larger by stretching them on the screen. Size and resolution must be captured at the origination (i.e. scanning at a high resolution). Excel graphs and clip art will be fine to be manipulated by stretching as they are different types of graphics than digital photos and scanned images.
- Consider putting a thin border around each graphic, making them look better.

DEADLINES

The deadline for submission of the electronic version of the posters will be 08th March 2016. The submission can be made by sending the file containing the digital copy of the poster to harticolloquium2015@gmail.com. Since the printing of posters designed by the respective authors will be undertaken by HARTI, free of charge, all the corresponding authors will need to follow this schedule. The Abstracts of respective authors/presenters those who are unable to meet the given deadline will not be included in the Abstract Book which is a HARTI publication with appropriate ISBN/ISSN number and posted to the HARTI website in a timely manner. All deadlines are strictly adhered to.

HARTI Printing needs a PDF file of the posters set to the custom page size **A0 (841 mm x 1189 mm)** for proper printing. Therefore, authors are requested to submit the electronic versions of the respective posters in **both** Microsoft Office PowerPoint and PDF formats to harticolloquium2015@gmail.com.

SETTING UP

Each poster presentation will be assigned to a numbered display board. The Research Colloquium Committee will inform corresponding authors, the assigned number in future correspondence.

Generally the display will be set up for viewing throughout the Colloquium day, 18th March 2016. 'Poster Boards' in neutral colors will be provided for exhibiting posters. Though the posters are printed by HARTI the respective authors/presenters have to set up the posters at the assigned display board by 09 00 hrs on the Colloquium day. It is the author's responsibility to provide means of attaching the poster information to the poster board. Tape and/or push pins should be used to affix posters to display boards. A very limited supply of materials will be available at the HARTI Research Colloquium Registration Desk. Place the title of the Abstract and the Abstract number (as informed by the Research Colloquium Committee) prominently at the top of the poster board to allow viewers to identify your paper. Posters must remain up the entire day.

The authors are expected to be present during the entire session to answer questions and distribute copies of their paper/abstracts and other handouts (if any).

After the session, please leave a note with the mobile number on the poster board as to where the author/s can be reached in case someone wishes to discuss the research further.

The Colloquium Staff will take care of removing the posters after the session.

SUGGESTED HANDOUTS

Following documents prepared in handouts may be useful in making the audience understand of respective study.

- Summary of the paper/Abstract
- Copies of important figures
- Reference list

COLLOQUIUM REGISTRATION

All oral and poster presenters are required to register for the Research Colloquium to present their lectures and posters and for their presentation to be included in the agenda and the respective Abstracts to be published in the Abstract Book. The authors/presenters can simply register in the Research Colloquium by sending the duly filled "Registration Form" to harticolloquium2015@gmail.com on or before 08th March 2016. The registration opens on 18th February 2016. The Colloquium **will not** administer any registration fee.

For further information please contact

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