



## Guidelines Poster Presentations

### GENERAL RULES

- You MUST be registered for the meeting in order to make a presentation.
- An invitation to present a paper does NOT mean that SETAC Europe will provide financial support.
- Please contact the SETAC Europe office ([barbara.koelman@setac.org](mailto:barbara.koelman@setac.org)) if you have questions about your presentation.

### POSTER LAY OUT

- Poster orientation should be portrait, NOT landscape.
- Poster size should be A0 (841 mm × 1189 mm).
- Title should be in ALL CAPITAL LETTERS, 72 pt. font, author and affiliation in 42 pt. font
- Suggested sections to be included:
  - Introduction
  - Materials & Methods
  - Results & Discussions
  - Conclusions
- Minimum font size for all text: 18 pt.
- Text and graphics must be readable from 2 meters (6 feet)
- Use bullets where possible and keep text to a minimum.
- Use simple backgrounds; do not distract from the message.
- Excessive use of organisation logos / advertisements is not allowed.

### POSTER DISPLAY

- The number of your poster is the number of the poster board. E.g. P05 should be displayed on poster board 5.
- YOU are responsible for setup and take-down of your poster during the prescribed times.

Wednesday:	09:00 - 10:00	Poster setup
	12:30 - 13:40	Lunch & poster session
	15:30 - 15:55	Afternoon coffee break & poster session
	17:45 - 18:30	Poster session & cocktail
Thursday:	10:15 - 10:35	Morning coffee break & poster session
	12:25 - 13:30	Lunch & poster session
	16:30 - 17:00	Poster take-down
- Your poster must remain displayed for the entire 2 days.
- Provide an envelope where people can leave their business cards for requests for more information. If possible, also provide hand-outs of your poster and your own business card.
- Be at your poster during the breaks and during the poster session/social.

**If you cannot attend the meeting or must withdraw your poster presentation, you must contact the SETAC Europe office immediately by sending an e-mail to [barbara.koelman@setac.org](mailto:barbara.koelman@setac.org).**

**You may not be allowed to present at the next meeting if you cancel without reason or are a no-show.**