



## 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 A1 (594 mm x 841 mm).
- Title should be in ALL CAPITAL LETTERS, 72 pt. font, author and affiliation in 42 pt. font
- 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

- You can find in the programme (see website) on which day you should hang out your poster.
- **YOU** are responsible for setup and take-down of your poster during the prescribed times.

Monday:	07:30 - 08:30	Poster setup
	10:10 - 10:30	Morning coffee break session: attend poster
	12:30 - 13:40	Lunch break & poster session: attend poster
	15:40 - 16:10	Afternoon coffee break & poster session: attend poster
	17:30 - 18:00	Poster take-down
Tuesday:	07:30 - 08:15	Poster setup
	10:10 - 10:40	Morning coffee break & poster session: attend poster
	12:20 - 14:00	Lunch & poster session: attend poster
	15:20 - 16:00	Afternoon coffee break & poster session: attend poster
	16:00 - 18:00	Poster take-down
- Your poster must remain displayed for the entire day.
- 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.**