

Please note change of e-mail address below

GUIDELINES FOR THE POSTER PAPER

Planning

1. Each poster board measures approximately 1m (39 in) high x 2.5m (96 in) wide.
2. Posters should be easily readable from a distance of 1.8 m (6 feet) and should be visually attractive and professional in appearance.

Organization

The text of the poster should start in the upper left hand corner. From here, the poster should flow from left to right and top to bottom. The title-author(s)-sponsoring institution heading for the poster must be at the top of the board. You may wish to use letters, numbers, or arrows as needed to indicate the proper flow to the audience.

Tip 1: Simplicity

Concentrate on two or three main points. Highlight trends and comparisons with simplified charts, graphs, and diagrams. Make key points in the legend of the figure or table. Use text cautiously and make sure it is easily understood by the audience. Avoid overwhelming the audience with too many numbers, words, and/or complicated graphs. Remember, a lot of people will read or study your poster while you are away; make certain the message is clear and simple. Choose one background color for your poster board. Use contrasting colors where appropriate in charts, graphs, and diagrams.

Tip 2: Headings

It is best to highlight your title, heads, and subheads with colors or colored lines. It is also a good idea to have heads and subheads at least 25% larger than the text copy. All type must be easily read from a distance of 1.8 m (6 feet). Use a bold or semibold typeface for headings and labels. For the title, plan on using finished type that is at least 2.5 cm high (1 inch). The lettering for authors' names, sponsoring institution, and address should be at least 1.9 cm high (¾ inch).



Tip 3: Text Type

Keep your text in short, concise, legible statements; minimize complete sentences and paragraphs. In fact, outlines of important points often work better than text. Use abbreviations and acronyms sparingly. Use a word processor to prepare your text copy. Set your word processor for 1 ½ lines of space between each line of type. Text in upper and lower case letters is more readable than all capitals. Lettering for subheads and figure captions should be larger than text type, but smaller than type used for the main heading. This type should also be bold or semibold in weight. It is recommended that you use 24 to 30 point font size for the title, 20 point font size for author's name and affiliation, and subheads, and 16 to 18 point font size for text material.

Mounting

Some of the best paper to use for mounting is 165 g m⁻² (110 pound) index stock, which is available in a variety of colors. Foam core is another excellent mounting material. Plan on leaving 0.64 to 2.5 cm (1/4 to 1 inch) of mounting stock around your artwork. Pictures must be mounted to avoid curling.

Miscellaneous

Bring along necessary tools to set up your poster.

Bring a supply of business cards or other form of identification to hand out at your poster session. This is a quick way of distributing your name and address to interested attendees. Have a sign-up pad available to record the names and addresses of individuals wanting more information. You can also use the pad to write down interesting comments from attendees. You may also want to have a supply of handouts available for interested members and guests.

Additional guidance

The following publications provide additional ideas on how to present a poster:
Rupnow, J., and J.W. King. 1995. A primer on preparing posters for technical presentations. *Food Technol.* 49(11):93-102.
Davis, M., K.J. Davis, and D.C. Wolf. 1992. Effective communication with poster displays. *J. Nat. Resour. Life Sci. Educ.* 21:156-160.
O'Connor, M. 1991. *Writing successfully in science.* HarperCollins Academic, London.
Sexton, D.L. 1984. Presentations of research findings: The poster session. *Nursing Res.* 33:374-375.
Bushy, A. 1991. A rating scale to evaluate research posters. *Nurse Educ.* 16(1):11-15

Presentation

Authors are responsible for the setting up and the removal of their posters according to the following schedule:

Mounting time: Sunday, 11 and Monday 12 March 2001 before 6 pm.

Removal: Friday, 16 March 2001 by lunchtime.

Authors or their representatives should be present at their board for the launching of the poster session at **6:00 pm on Monday 12 March** and during lunch breaks (as often as they can).

Do not mail poster presentations in advance, bring them with you to the meeting.

We invite you to use the outline for case studies (see UNEP/CBD/COP/5/3) as the structure, where appropriate.

GUIDELINES FOR EXTENDED ABSTRACTS OF POSTER PRESENTATIONS

General Guidelines

- The length of extended abstracts should not exceed 2 pages of text, including references, and 1 page of Table(s) and/or Figure(s). The text should be divided into sections, for example (but not necessarily) following the headings given in the “outline for case studies on alien species” contained as Annex II in document UNEP/CBD/COP/5/3.
- The preferred typeface is Times New Roman. The type size is 11 points. Pages must be single-spaced. Skip a single line between paragraphs of text. Do not indent the first line of each paragraph. Paragraphs should be fully justified.
- Extended abstracts should be sent by e-mail, preferably as an attachment in MS-Word. In any case, authors should specify in the body of the e-mail message the word processing package used in the attachment.
- Extended abstracts to be considered for publication **must be received before or on 31 January 2001.**

TITLE AND AFFILIATIONS

The title should be written on the first line of the first page, centered in upper case bold capital letters, 11 point font.

The authors' names should be centered two lines below the full title in upper and lower case bold letters.

Affiliation and short mailing address should follow on the next line, centered in upper and lower case letters (not bold). The corresponding author (to whom correspondence should be sent) should be indicated with an asterisk.

Two lines below the title and affiliation, in italics, up to five (5) “keywords”, i. e., words that describe the focus and contribution of the paper. For example, thematic area covered such as prevention, eradication, control, etc., can be given.

HEADINGS

Headings are NOT NUMBERED. All major headings are centered in bold in 11 point font. Leave two lines above a major heading, and one line clear below before the start of the next paragraph or second-level heading.

Subheadings (Second-level heading)

Subheadings are flush left, in 11 point type and bold. There should be one line space before and one line space after this level of heading (as illustrated above).

Sub-subheadings are flush left, in italics, and in 11 point type. There should be one line space before this level of heading, but no line space between this heading and the following paragraph.

REFERENCES

A short list of bibliographic references can be given at the end of the text under the major heading "References". List authors alphabetically by the first letter of the first author's last name. References should be identified in the text of the paper by typing the corresponding name and year in parenthesis. Do not number references, they must be alphabetical and unnumbered.

There should be no extra lines between references.

Book titles and names of journals should be printed in italics, not underlined. The format for the reference section should be as follows:

Author, A. (1991). *Title of Book.*, XYZ Press, Place of Publication.

Author, B., and Author, A. (1995). "Title of Paper," *Journal* 3(1):1-20.

Author, C., Author, A., Author, B. and Jones, G. (1996). "Title of Paper," in *Title of Book*, edited by E. Editor, XYZ Press, Place of Publication.

For multiple publications in the same year by the same author:

Author, B., and Author, A. (1995a). "Title of PaperA," *Journal* 3(1):1-20.

Author, B., and Author, A. (1995b). "Title of PaperB," *Journal* 16(4):25-50.

ILLUSTRATIONS

GRAPHICS OR TABLES must be placed at the end of the file. Figures should be labelled as "Figure X. Description of diagram." Figure captions should be typed directly below the figure, in bold 11 point type, and flushed left.

Table captions should be typed below the table. Tables should be referred to in the text as "Table X. Description of Table." Table titles should be in bold 11 point type and flushed left.

ABSTRACTS IN OTHER LANGUAGES

Authors may wish to submit with their extended abstracts, short abstracts in any other UN languages.

NB: A model of extended abstract will be sent to you at a later date.