



GUIDELINES FOR THE POSTER SESSION SBSSTA XI

Success stories in implementation of the programmes of work on dry and sub-humid lands and for the Global Taxonomy Initiative

Planning

1. Your poster should measure 90 centimeters or 35.1 inches (height) by 80 centimeters or 31.2 inches (length). Each poster board measures approximately 1m (39 in) high x 2m (78.74 in) wide.
2. Posters should be easily readable from a distance of 1.8 m (6 feet) and should be visually attractive and of professional appearance.
3. If you send your poster by mail to the Secretariat, you should do so **before or on 15 November 2005**.

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 understandable 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 semi-bold 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 semi-bold 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/m² (110 pounds) 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:

- Bushy, A. 1991. A rating scale to evaluate research posters. *Nurse Educ.* 16(1):11-15.
- 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.
- Rupnow, J., and J.W. King. 1995. A primer on preparing posters for technical presentations. *Food Technol.* 49(11):93-102.
- Sexton, D.L. 1984. Presentations of research findings: The poster session. *Nursing Res.* 33:374-375.

Presentation

Pending on participation at SBSTTA, authors are responsible for the setting up and the removal of their posters according to the following schedule:

Mounting time: Sunday 27 February 2005 before 6 pm.

Removal: Friday 2 December 2005 by lunchtime.

For those not participating in person, the Secretariat staff will be pleased to mount the posters provided by the authors and sent to the SCBD Secretariat:

Att: Mr. Aballache Yesli, Conference Officer,
Secretariat of the United Nations
Convention on Biological Diversity
World Trade Centre
413, Saint-Jacques Street, Suite 800
Montréal, Québec
Canada, H2Y-1N9

Otherwise, authors or their representatives should be present by their board for the launching of the poster session at **6:00 pm on Monday 28 November 2005** and during lunch breaks (as often as they can).

If you have any questions, please contact:

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