



Poster Presentation Guidelines

Submission of Poster

All posters are reviewed by the Program Team prior to the meeting. You must print and bring your physical poster to the meeting, with any requested changes from Program Team.

Name the file with your poster number and last name (e.g., A-02_Smith.ppt). You must upload your poster file through Speaker's Corner so that it can be reviewed by the Program Team. **The portal will close May 19.**

Upload Instructions:

1. Save your Poster with your poster number and last name.
2. You will be sent a specific link with login details. Link forthcoming
3. Click on your presentation title.
4. To upload your presentation, click the "Upload Files" button.

All presenters must print and hang their posters onsite. ASBC does not print posters.

THE PRESENTATION

Display Facilities

- Standing poster boards will be provided.
- To fit comfortably two-to-a-board, posters should be no larger than A0 size (33.1 inches [84.1 cm] wide x 46.8 inches [118.9 cm] high).
- These poster boards will be felted, and Velcro fasteners will be provided on-site to assist in attaching your poster. Presenters do not need to prepare their poster for attachment.
- Electrical outlets will not be provided in the poster presentation area. The poster area is sufficiently lit, so no spotlights are required.

Preparation of a Poster

- The official language for the posters is English
- You must use the ASBC poster template. [Download here.](#)
- Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by enquiry. It is your responsibility to include the poster number, poster title, author(s) name(s), and their affiliations. A template complete with the ASBC logo and space for your poster number, title, authors, and author affiliations is available on the ASBC website. This is the approved poster format. It may also include:
 - Diagrams and charts
 - Reaction schemes
 - Tables recordings, graphs, etc.
 - Photographs
 - Written text, such as abstract or summary, introduction, method, results, and conclusions
- Some effects that may be used in a poster include:

- Colors (very effective in diagrams and charts)
- Transparent overlays
- Samples of materials, models, etc.
- Arrange the material in main sections, each of them without too many details but with a common thread.

Poster Layout

- On the top left side of your poster please include your poster number, which you will receive from headquarters. This number will also be identified in the program, so people who have an interest in your poster can easily find it.
- Avoid overcrowding figures and cramming too many numbers into tables. Legends and titles should accompany all figures, tables, photographs, etc., for identification.
- Company (including non-profits) or university logos may be displayed in the lower right corner of the poster. No other commercial activity or advertising may be displayed on the poster. Not complying with this rule will result in the poster being removed.

Recommendations

- Font styles: Arial, Verdana, Times or Times New Roman, Garamond, Georgia, Symbols (math equations only)
- Font sizes:
 - Title: sans serif, 48 pt
 - Subtitles and Section Titles: sans serif, 36 pt
 - Main Text: serif font, 24 recommended, no smaller than 12 pt
- Text design:
 - Avoid shadow, emboss, engrave, or underline formats for text
 - Keep text horizontal
 - Use several columns
 - Use lines or reasonable gutter spaces between columns
- Image format: .wmf; .jpg; .bmp; .gif; or .tif.
- Image resolution: 300 pixels per inch