

## GUIDELINES FOR POSTER PRESENTATIONS

The 9<sup>th</sup> International Fisheries Observer & Monitoring Conference 2018 Organising Committee welcomes and thanks you for your contribution to the 2018 Conference. In order to ensure that your poster presentation runs smoothly, a number of services and facilities will be provided to you. Please take the time to read these guidelines ahead of time to ensure your presentation is successful.

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### REGISTRATION

#### **Prior to the Conference**

All presenters are required to register for the Conference. If you have not yet registered, please visit [www.ifomcvigo.com](http://www.ifomcvigo.com) and complete the delegate registration form. Once registered, you will receive your badge. Please print it and bring it to the conference grounds.

#### **Onsite at the Conference**

Poster authors will need to visit the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

If you have any queries regarding the program or your poster display, please visit the registration desk at Pazo Los Escudos Hotel & Resort. Operating times will be confirmed closer to the Conference.

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### LOCATION OF POSTER DISPLAY AREA

Poster boards will be located on the 1<sup>st</sup> floor at Pazo Los Escudos Hotel & Resort.

For identification purposes, a poster board number will be provided to you when you check-in at the registration desk. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location.

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### POSTER PRESENTATION TIME

You may wish to stand next to your poster during a morning or afternoon break over the course of the Conference to answer questions from delegates. Poster presenters are required to stand next to their poster on the dedicated poster session on Tuesday the 12<sup>th</sup> of June from 18:00-20:00.

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### POSTER SET-UP/REMOVAL

Set-up of posters – 8 am Monday 11<sup>th</sup> of June.

Removal of posters – after 1 pm on Friday 15<sup>th</sup> of June.

## PRESENTATION OF POSTERS

Posters should be a visual presentation of your submitted abstract and should meet the following criteria:

### TITLE

· The title should be the same as indicated in the original abstract.

### CONTACT INFORMATION

· Name of all authors and their organisation should appear on the poster.

### SIZE

· Posters must be no larger than 850mm wide x 2000mm high (33.46 x 78.74 inches). Recommended size for posters is 84.1 x 118.9 cm  
· Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Conference. It is therefore necessary that the poster adheres to the specified measurements.

### LETTERING

The poster should be easily readable at a distance of two (2) metres.

## RECOMMENDATIONS OF FONT SIZE

Please visit the Conference website well ahead of time to confirm details of your session within the Conference Program. The Program is subject to change so please ensure you check any changes on the 'Program Changes' a board is located at the registration desk onsite.

TYPE OF TEXT	CHRACTER SIZE	CASE/STYLE	GENERAL ADVICE
<b>TITLE</b>	20-24 mm or 100 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the author and their organisation.
<b>HEADINGS</b>	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
<b>CONTENT</b>	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.

## DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the poster.

## GENERAL ADVICE FOR FIRST TIME PRESENTERS

- Please note all presentations must be made in English.
- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons.
- If handouts or poster packaging is found on the floor the Conference Managers will remove it. If you wish to supply handouts you must hand these to delegates personally or provide a holder that can be attached to your poster board with Velcro.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter.
- These panels need to be very simple, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matt finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

Velcro dots will be supplied to attach your poster to the poster board. Pins securing posters are not effective as the poster boards are covered in a felt material.

**We wish poster presenters all the best with their presentation. For further details or assistance, please don't hesitate to contact the Conference Managers a board is located at the registration desk onsite.**