



Guidelines for Poster Presentations

The following guidelines have been drawn up as a result of experience gained during many previous conferences. The conference organisers hope that this will help presenters to prepare their posters.

The aim of a Poster Session is to stimulate questions and to promote discussion. Therefore a poster should give a general impression of the work that has been performed and the results achieved. But the poster should not be too detailed. The details should be left for the paper which will appear in the Conference Proceedings.

Please note the following information regarding the ISPIC 2008 Poster Session:

- Posters will be on display in the lobby outside the conference hall and in close vicinity to the technical exhibition area, where all coffee breaks will take place
- Dimensions of the panel board will be approximately 120 cm width x 140 cm height [see Fig. 1]
- Paper size of the poster should be A0 (84,1 cm width x 118,9 cm height) [see Fig. 1]
- Poster should be used in portrait orientation
- The official language at the Poster Session will be English
- Text should be easily readable from a distance of 2 m and headings from a distance of 3-4 m. An easily readable font should be used and the following character sizes are recommended:
 - Titles: 15 mm (63pts) high
 - Sub-titles: 10 mm (42pts) high
 - Text and figure captions: 6-10 mm (minimum 24pts)
 - Do not use standard typewriter-size letters as they are too small and cannot be read from a distance.
 - Drawings and graphs should be kept as simple as possible and should be easily legible at a distance of at least 2 m. Very detailed tables and small photographs should be avoided.
- At the top of each poster, the title of the poster presentation (same as for the written paper), author(s)'s name(s) and affiliation(s) should be stated. Logos and advertising material must **NOT** be used.
- The poster should contain an abstract, an introduction, methodology, results and discussion with illustrations (e.g. figures, tables) conclusions and recommendations
- Poster presenters should prepare a short presentation (max. 5 minutes) which can periodically given beside the poster to people interested in the poster subject
- The poster should be mounted on the poster board with pushpins, which will be available in the poster area
- The panel boards will be grouped by topics and will be assigned to the presenters on 19 May 2008 between 09:00 to 10:00 by a member of the ISPIC conference secretariat
- The posters will be on display on all three days of the conference and should be removed after the Closing Session of the conference on 21 May 2008
- The first author of the poster abstract is responsible for the proper assembly, mounting and removal of his/her poster and should be present next to his/her poster during the Poster Session and at all other appropriate times
- It is very important that all posters will be prepared **BEFORE** travelling to the 1st International Ship-Port-Interface Conference (ISPIC 2008) and that every presenter brings his/her poster to Bremen by him-/herself. The poster should **NOT** be send by mail neither to the conference organizers nor to the conference hotel.

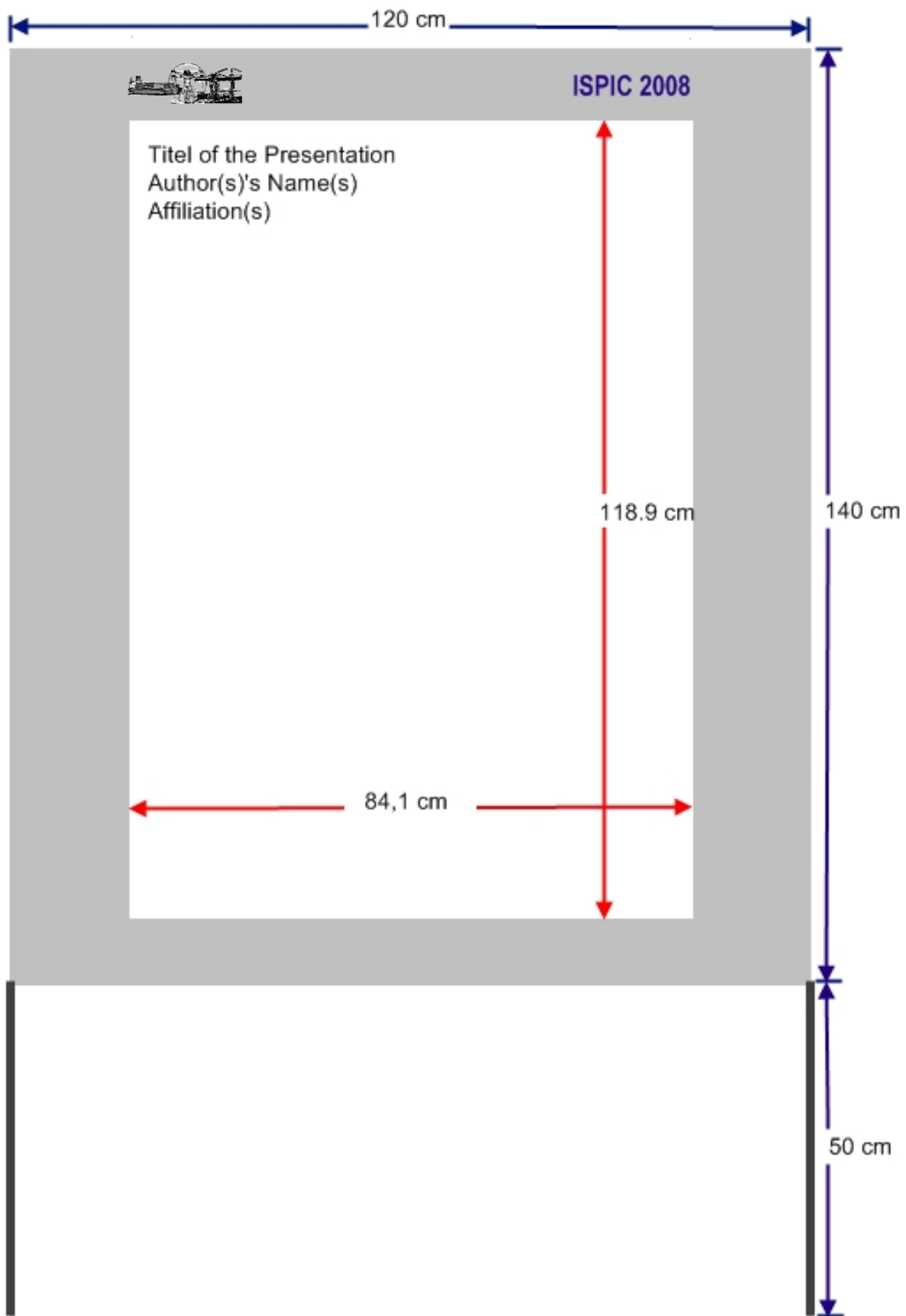


Fig 1: Dimensions of Panel Board and Poster