



## POSTER GUIDELINES

The major change with the posters this year is the printing of physical posters and the inclusion of a QR code somewhere on your poster. Delegates can scan this with their phones and view your additional documentation of your choice. This could include a link to a video, a report, further reading etc. You will be able to upload up to 3 web URL's or PDF's of supporting documents when you submit your PowerPoint of your Poster. click to download the template for your Poster are here: [ASMIRT-NZIMRT 2020 Poster Template](#)

The philosophy of this comes from the following video <https://www.youtube.com/watch?v=1RwJbhkCA58>

ASMIRT will generate and add a QR code to your physical poster prior to printing that will link to a web page with an electronic version of your poster and supporting links or documents.

The size of the physical posters are set as **A0 size** (1189mm x 841mm) in **Landscape** orientation.



**PLEASE DO NOT CHANGE** the sizing specifications of the poster in PowerPoint.

The following are **recommended** guidelines to follow in creating your poster for the ASMIRT-NZIMRT 2020 Conference.

Silent Presenter Bar	Punchline	Ammo Bar
<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>	<p>Main finding goes here, translated into plain English. <b>Emphasise</b> the important words or <b>key message</b> for more impact and <b>readability</b>.</p>   	<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>  

### Layout

Please use the new template provided that can be used to easily design and print your A0 poster.

### Silent presenter bar

The Silent presenter bar (left side panel) is for easy to read snippets of important information relating to your main findings.

### Punchline

The Punchline (middle panel) is for your main findings and key message in plain English.

### Ammo bar

The Ammo bar (right side panel) is for extra graphs, tables, figures and information you are worried about leaving out.

### Content

- Bold the first names of anybody who's presenting.
- Less is MORE.
- Empty Space is important to allow the poster to breath.
- Have appropriate spacing between the edge of your poster and the text. Give yourself a 2.5 cm margin around the edge.
- 500 words suggested maximum.
- Proofread and spell check your poster.

### Headings

To keep all posters being presented uniform, use the following headlines for your Silent Presenter Bar and Ammo Bar as relevant/required on your A0 poster.

- Title
- Authors/Affiliations
- Introduction/Background/Objective
- Methods/Participant
- Results
- Conclusions/Key Points
- References/Bibliography
- Acknowledgements

- Contact Info
- Additional Information

## Alignment, Fonts & Sizing

- The poster should be easily readable from a distance of 4-6 feet.
- Use UPPER and lower case for general content as the use of all-capital text is difficult to read.
- Avoid using a mixture of type/font styles.
- 0.8 spacing.
- Align text to the left.
- Center your punchline/summary statement.
- If your punchline is more than **2 lines**, **don't center it**. Centering makes your eyes do more work.
- We recommend not making the font size of your punchline smaller than **80pts**. If there is plenty of unused space then feel free to adjust the sizing of your fonts accordingly to better utilize the space.
- The font size recommend for headings in both the Silent presenter bar and the Ammo bar is **30–42pts**. The font size recommend for body text in both the Silent presenter bar and the Ammo bar is **20–22pts**.

### Recommended combination of fonts for title/headings and body text

- Arial Black/Arial Regular
- Helvetica Black/Helvetica Regular
- Verdanah Black/Verdanah Regular
- Tohoma Black/Tohoma Regular
- Calibri Black/Calibri Regular

## Colour

- Colours should be used to capture attention and highlight information and not distract the viewer.
- Keep it neutral.
- 2- 3 colours at most (e.g. <https://www.makesigns.com/tutorials/poster-design-layout.aspx>).
- Use colour combinations that complement each other.
- Light backgrounds with dark fonts or vice versa.
- Avoid colour in the sidebars with the exception of graphs/figures as it will pull the attention away from the center.

Up-to-date information will be available at the posters section of the conference website:

[https://conference.asmirt.org/2020/program/#program\\_posters](https://conference.asmirt.org/2020/program/#program_posters)

- Feel free to change the middle panel background colour of the template to suit your poster. This edit can be done using the slide master function.

## Guides & Gridlines

PowerPoint has some useful tools to assist with placement of items such as Text Boxes, Images and Graphs.

- The Guides tool displays two Guides (one horizontal and one vertical) that intersect at the center of the slide, dividing the slide into 4 sections. (Guides are not visible when printed).
- Gridlines are square that appear and allow you to align shapes and other objects in your PowerPoint slide to distinguish between cell boundaries. They enable you to line up text boxes and images across the whole poster (Squares are not visible when you print).
- Keep text within gutter guides.

## Images

- Please use Images of 300-600 DPI to ensure quality is maintained when being printed.
- Save photos as jpg or png (preferable).
- Please ensure that your images fit inside the poster slide. You may have to resize and/or crop them.
- You can add in background images to the middle panel to help highlight your poster in a different way and make it fun.

## Poster Printing

ASMIRT will be printing all Posters for the ASMIRT-NZIMRT 2020 Conference. Posters need to be uploaded to the web site no later than **Tuesday 7 April**. ASMIRT will provide you a link for the upload via email.

## Support Files

Download your template here [ASMIRT-NZIMRT 2020 Poster Template](#)

Download an example of a completed poster here [ASMIRT-NZIMRT 2020 Poster Template Example layout](#)