



How to Prepare Your Scientific Poster

It is important that you carefully read and follow these guidelines to ensure that your poster meets the required standards and effectively communicates your work.

Facilities at the Congress Center:

Scientific posters will be presented throughout the Congress week on panels in the main Poster Exhibition Hall, organized by IUFRO Division:

- Poster panels will be 106 cm wide and 101 cm tall (42" wide x 40" tall).
- Each poster will be assigned a unique number which will be posted, along with the pre-printed poster title, on the poster panel.
- Mounting Tape: Double-sided tape for mounting will be provided at the main poster exhibition hall.
- Presenters are requested to put up their posters by 12:00 on the first day of the Congress (6 October).
- Posters must be removed on Saturday, October 11 before 17:00.



Poster requirements and recommendations:

Poster size and orientation:

- A number of PowerPoint poster templates for posters are available. Many users can download these for free at: http://www.posterpresentations.com/html/free_poster_templates.html
- We suggest using the 39" (100 cm) wide x 39" (100 cm) tall PowerPoint Poster Template.

Language:

- Posters may be in any official IUFRO language (English, Spanish, French or German), although English is preferred.

Poster content (obligatory):

- Title of the poster
- Full names and affiliations of all authors, including e-mail address of at least one author.
- Introduction: a few brief sentences that state the purpose of the study.
- Methods: a list or flow chart.
- Results: Illustrations, tables, figures, graphs, and photos accompanied by a simple statement.
- Discussion: a list or summary paragraph of conclusions
- References: If you feel references are essential, include no more than two or three.

Illustrations

- Ideally, illustrations (photos, figures, tables & graphs) should dominate your poster. These should be at least 13 x 18 cm (5 x 7 inches) for easy reading.
- Use high quality illustrations of sufficient resolution. Captions and labels on visuals should be readable from two meters away. Graphs and figures should be simple - avoid unnecessary detail.
- Graphs are preferred over tables.
- Avoid tables with excessive information. As a guideline, you should consider the following question: "Do I need to present all the information in the table for a reader to understand why I reached the conclusions that I did?"

Recommended fonts:

- Serif fonts such as Times are suited for most text.
- Sans-serif fonts such as Arial are good for titles and headings.
- Choose a readable, sufficiently large font, (e.g., Arial, minimum 28 points) for the text. Arial 28 looks like this:

Sample of Arial font, 28 points

- Do not use more than two font types!

Recommended font sizes:

- Main title: 100 point or larger
- Sub-title: 36 point
- Main text: 32 point
- References: not smaller than 24 point

Useful tips:

- Print your poster on a standard sheet of paper. If you can read all of it comfortably, your type sizes are right. The small print version may also serve as a handout.
- Consider your audiences and simplify your message for those who do not have much knowledge about your particular field of research. Be brief. Express your ideas in a concise form.
- Have one clear message and do not try to communicate every detail!

Printing

- You may choose to print your poster when you arrive in Salt Lake City. Fees for this service are variable and you may have to arrange to pick up your poster from the store if you choose this option.
 - For available printing service options and prices in Salt Lake City, visit: <http://www.yellowpages.com/salt-lake-city-ut/printing-services>.