

Guidelines for Poster Presentations

International Conference on Mindfulness (ICM) 2018



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

SIZE

The poster must be **A0 size** (= 841 mm x 1189 mm) in **portrait orientation**.



TITLE

Include the title of your presentation at the top of the poster. The title should be the same as in the submitted abstract. Characters should be a minimum of 48 point font size. Your name, co-authors and affiliation(s) should also be displayed on the poster. HEADINGS 48 to 60 point font size is recommended for headings.

LETTERING & CONTENT

The poster should be easily readable at a distance of two metres. Use the space to attract your audience for discussion, not to present complex details of methods and results.

24 to 32 font size single spaced is recommended. The text should be concise and easy to read. Avoid using a mixture of type/font styles.

The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.

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, and be in line with those originally submitted in your abstract. Avoid large tables of data.

Use pictures, symbols and colour. Figure legends are essential and should be short but informative. If using graphs, they should have a short heading. We recommend that graphs and photographs be no smaller than 12cm x 18cm.

DATE & TIME

Posters will be presented during one of the main conference days (11, 12 or 13th July 2018). Presenters will be informed about the specific day via e-mail. Please make sure that your poster is up preferably **before 9:00 am**, and no later than 10:15 am. Presenters are requested to stay with their poster during the breaks (or at least a large part of it), scheduled as follows:

MORNING: 10:15 – 10:45 AM | LUNCH: 1:00 – 2:00 PM | AFTERNOON: 3:00 – 3:30 PM

At the end of the conference day, presenters are requested to take their posters down **between 5:00 and 6:30 pm**.

There will be volunteers in the poster area who can assist you.

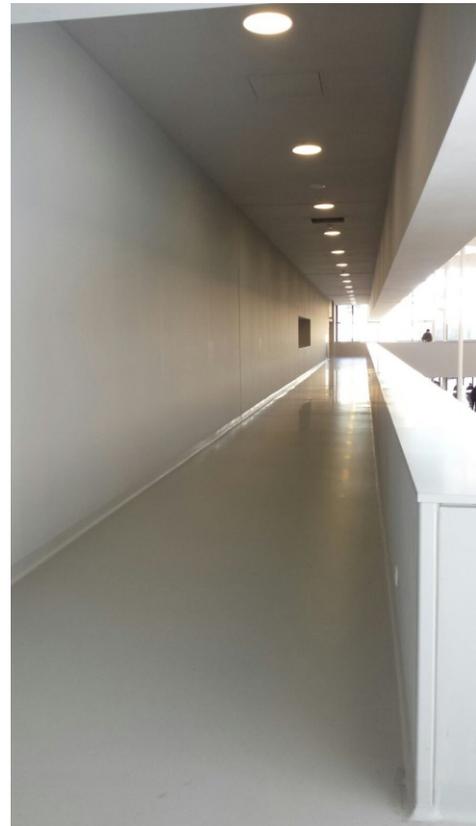
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POSTER LOCATION

The posters will be located on the 1st floor hallways right above the central hub / main entrance area of the [conference venue](#). This is a large open space, so people will be able to see the posters directly from the main area, where also coffee/tea/lunch will be provided during breaks.



If you are unfamiliar with poster reception, the following may be useful:

- We kindly ask presenters to stand at or near by their poster for at least the first 30 minutes of the poster reception. This will allow you the opportunity to talk with delegates about your poster and answer questions regarding your work.
- When you are not there, leave a note saying when you plan to return.
- There is no need to have a presentation but be prepared to answer questions and discuss your material with interested delegates.
- You may use a computer if you wish to provide a live demonstration as part of your poster. Please bring your own laptop with well-charged batteries, as power supply may not be available.
- Wireless internet connections will be available.

POSTER AWARDS

We will be nominating 10 posters per conference day. Selected presenters will be invited to prepare a **1-minute mini-presentation** (powerpoint), scheduled during lunchtime on the 'balcony' (left picture). Nominees will be informed with further details in advance, via email.

Each day, 1 poster will be selected for a **poster award** by members of the scientific committee. These poster awards will be presented during the plenary keynote, end of the conference day.