



Mapping for Change

International Conference on Participatory Spatial Information
Management and Communication
(PGIS 2005)

GUIDELINES FOR POSTER PRESENTATIONS

General Considerations

Content: Your poster must be self-contained. As you will be present only intermittently at your presentation board you are advised to include only essential data and text. The full text of all papers reviewed and accepted for presentation will be published in the conference proceedings. Please do not duplicate your abstract on the poster, but do display your conclusions clearly and boldly.

Design: Posters should have eye-catching yet simple drawings, diagrams, graphs and/or photographs with clean and attractive layouts. Simple black and white presentations are encouraged; use color only when necessary for improved clarity.

Handouts: It is possible to distribute additional handouts if necessary. Any handouts should be clear and concise and include no commercial or promotional material. A handout should not be a scientific paper in and of itself, but should elaborate the main idea of the poster and provide viewers with a meaningful narration of your presentation. The number of handouts you should bring depends, of course, on the interest you expect to generate.

Instructions for preparation and presentation of posters

- (i) Each poster board itself is 1.00 m wide x 2 m high. The Poster itself should be prepared on A0 size paper (i.e. portrait layout 84 cm wide x 118.9 cm high). Each board will be labeled with your poster presentation number, which will be given to you upon registration.
- (ii) Poster material must be prepared in advance and be large enough to be viewed from a distance of 90 cm (3 feet). All posters must be written in English or French. English language posters should include a short French summary and vice versa.
- (iii) Each poster must have a top banner indicating the title of the paper, the names of the authors and their affiliations.
- (iv) You are advised to use only one font type for all text. Emphasis can be given by selective use of Bold, italics and by varying the font size. Lettering for the standard text should be at least 8 mm high for good visibility. The size of the lettering for the title should be at least 25 mm, names of authors etc. should be at least 10 mm.
- (v) Drawings and graphs should be simple with bold lines and short captions.
- (vi) Do not fold posters: roll them up and carry them in cardboard container. Do not mail poster presentations in advance; bring them with you to the Seminar.
- (vii) Use no special lighting (the lighting in the poster area will be more than adequate for overall viewing); use no films, videos or slides.
- (viii) Presenters are responsible for setting up and removing their posters themselves. The secretariat will supply mounting materials.

The date and time of your poster presentation

The presenters should set up the posters after registration and prior to commencement of the formal presentations on the first day of the seminar. The official time for your poster presentations will be during coffee break times to further discuss and exchange ideas with colleagues.