



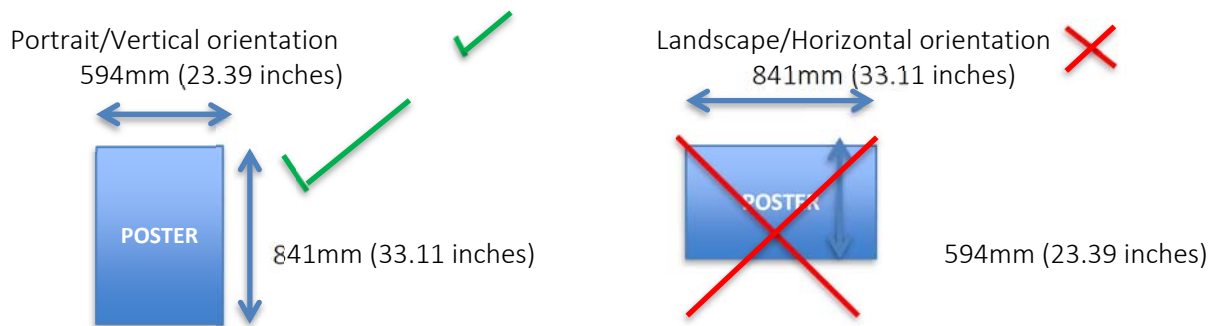
BIGOSA 2018 | Poster Preparation Guide

We look forward to having you present your research at the BIGOSA 2018 Meeting.

Posters will be displayed within the exhibition and refreshment area, either printed and placed on a poster board or electronically on a screen.

Printed Poster Size

- A1: 594 mm x 841 mm (23.39 x 33.11 inches)
- Portrait/vertical orientation
- Posters **cannot** exceed this size, and cannot be landscape/horizontal orientation – your poster will NOT fit on the board and you will not be able to display it.



Printing Your Poster

- It is the responsibility of the author presenting the poster to print the poster and bring it to the meeting.
- To print A1, you will likely need to make use of a commercial printing service. Ask your printer which file formats they accept/prefer, how long they will take to print, how much it will cost, colour options, and if there is anything else you need to know.

Handouts

- You may create, print and bring handouts with. A plastic sleeve attached to the poster is recommended for distribution. Please note that it **must** fit within your allotted poster space.

Getting Your Poster to the Meeting

- You must bring your own printed poster to the meeting. Make use of a poster tube and do not fold your poster.
- Be sure to bring an electronic version of your poster with you in case anything goes wrong.

Displaying Your Poster at the Meeting

- Fixative will be available from the Registration Desk.
- Your poster space will be indicated with your poster number.
- Set-up is from 06:30. Please make sure that your poster is present before 07:30.
- You are encouraged to be present at your poster during refreshment breaks and the second half of the lunch break in order to answer questions and engage in discussion.
- **Important note:** be sure to carefully store your poster tube for the duration of the meeting, the meeting staff will not be able to assist with this.

Removing Your Poster

- It is your responsibility to remove your poster. Posters must be removed by latest 16:00.
- Any posters not removed will be disposed of.

Electronic Poster

- Your electronic poster should be no more than three (3) powerpoint slides.
- Please bring it on a memory stick to the venue and a technician will assist you with loading it onto the display.

Poster Elements

- *Title:* Shorter is catchier and will fit more easily. Font size recommendation: 90pt
- *Name and affiliation:* Both should be easily discernible, your viewers want to know where you and your co-authors come from.
- *Headings:* Show viewers at a glance what each section is about. Font size recommendation: 36 – 48pt
- *Introduction:* What are you talking about and why should your viewers be interested? Brevity is important here as the content of the introduction will be illuminated elsewhere on the poster.
- *Body:* The main part of your story. Keep text to a minimum (use 800 words as a guide). Font size recommendation: +/-24pt
- *Graphics:* Graphics such as tables, charts and photos are important on posters. They should be relevant, prominent and of a suitable quality to be printed on the A1 poster.
- *Conclusions:* What should viewers take away with them?
- *References:* Give credit to any resources you used in making your poster.

Meeting Secretariat Contact Details

If you have any questions regarding your poster presentation, please feel free to contact the Meeting Secretariat.

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