Poster Preparation and Presentation Guidelines

Preparation:

Posters should be designed in **portrait format**. The poster board sizes are 2,393 mm (height) x 963 mm (width). You may consider A0 paper size (1,189 mm x 841 mm; 46.81" x 33.11").
In order to fit the poster board, your poster should not exceed the recommended size.
We recommend that you print on canvas or cloth (easy transport) or thin cardboard. Traditional paper print will also be fine but it is recommended that the poster is then laminated.

- Posters should include:
  - Top left hand side: Session Number and Poster(abstract) number (i.e. JP1 # 123)
  - Poster title (top centre), followed by authors' names, institution, corresponding e-mail address
  - Poster body with content covering a single or, at most, two, key aspects of the paper.
  - All posters have to be in English.

- Ensure good legibility, with the following as recommended guidelines:
  - Lettering should be legible from 1 m (3.28 ft.) away.
  - Use larger lettering for the poster's title and author's name(s)
  - The font should be simple, clean-looking typeface that is easy to read
  - Capitals and lower-case letters in combination are easier to read than all capitals.
  - Bullets may be helpful in summarising information.

Printing in Cape Town:
Posters can be printed in Cape Town as well.   Herewith please find the contact details of a reputable printer to assist. They will bring the posters to the CTICC.
Collection dates/times: Monday 28 August 10h00 – 13h00, CTICC, Ballroom (Exhibition Hall)

Hot Ink, Andrew Mance
Tel: +27 (0)21 422 1208, E-mail: andrew@hotink.co.za

Deadline for orders:	24 July	
File format:	pdf	

Cost:	*200gsm Semi-Gloss paper*	*Anti Curl PVC:*
	A1: R185 incl	A1: R205 incl
	A0: R300 incl	A0: R345 incl

Payment: Credit card or cash (ZAR) on collection

Presentation:

Poster Session 1
Date: **Tuesday 29 August 2017**
Time: 17h30 – 19h00
Venue: Exhibition hall (Ball Room)

Poster Session 2
Date: **Thursday 31 August 2017**
Time: 17h30 – 19h00
Venue: Exhibition hall (Ball Room)

Poster presenters are required to be available at their poster boards during the poster session to discuss their work with delegates.

Mounting and Removing of Posters:

Poster Session 1:
Mounting: From Monday 28 Aug 10h00. Posters to be mounted by 15h00 on Monday
Remove: By latest 10h00 on Wednesday 30 August
              If not removed by the author, the poster will be removed and disposed of by the floor manager.

Poster Session 2:
Mounting: From Wednesday 30 Aug 12h00. Posters to be mounted by 15h00 on Wednesday
Remove: By latest 12h00 on Friday 1 September
              If not removed by the author, the poster will be removed and disposed of by the floor manager.

The organisers will provide suitable fixing materials, and onsite assistance will be available to help you to display your poster. Look out for the floor manager close to the Speaker's Preview Room, when you enter the exhibition hall.

Should you require any further assistance please do not hesitate to contact the conference office.
E-mail: simone@soafrica.com Tel: +27 (0)21 422 2402.