

POSTER PRESENTATION GUIDELINES

I. Poster Presentation Parameters

1. For each poster presentation, a visual display must be prepared to fit into a maximum of 90 inches high by 30 inches wide (mounting materials will be provided by the Local Organizing Committee). Posters must be in portrait format. *[Please see Page 3 for reference]*
2. Poster presenters are required to submit a PDF copy of their poster to icoasl2023@gmail.com no later than **22 January 2023**.
3. The Local Organizing Committee will be available to help you mount your poster to the poster panel onsite and will provide the necessary tools for the mounting of the posters (double-sided tapes). Specific dates will be provided after the schedule has been finalized.
4. Chairs and tables for other materials such as copies of handouts and brochures will not be provided.
5. All posters left after the Conference ends on the **23 February 2023** will be discarded unless other arrangements have been made.
6. No materials should extend beyond the perimeters of the board (above, below or on the sides).
7. Poster presenters are required to use the board assigned to them and are strictly prohibited to move the established location of their poster board. Presenters will receive their poster board assignment onsite.
8. Grants and support received in regard of the work described should be acknowledged on the poster

II. Design Considerations

Presenters are at liberty to be creative as far as background and color choices. The main consideration to keep in mind is readability. The following design guidelines are:

1. Plan a coherent story board for the poster viewers containing the research context and some theoretical background, the research method, idea of the research results (preferably in graphics) and the main conclusion and implications.
2. Keep the layout from being too crowded. Leave a 2.5 cm (1 in.) border around the edges and ample spaces around text boxes. A text color that contrasts well with the background color will help the texts stand out. Keep body text left-aligned or fully justified; do not right-justify the text.
3. Use conventional fonts such as Arial, Times New Roman and Tahoma, and only use one or two fonts.
4. Headings of more than six words should be in upper and lower case instead of all capitals. Never write whole sentences in all capitals or underline; use bold characters to stress your point.

Poster presenters are allocated thirty (30) minutes to deliver their presentation. There will be one or two Committee members in attendance to assist in the Q&A. Handouts for poster sessions should be prepared to address the basic concepts of your poster. A handout should not be more than one page, front and back and should have the name and email address of the presenter(s) for follow-up questions about the poster.

Presenters accepted in the Conference program are required to register and pay their own attendance by **30 January 2022**. If the conference registration and payment has not been received by this date, the Conference reserves the right to allocate your presentation slot to another presenter on the waitlist.

Three (3) best posters to be determined by a panel of judges will be awarded during the Conference. The Committee members may submit a paper/poster and may win an award but are not eligible for the prize. However, they are still going to be recognized.

For more information, contact: icoasl2023@gmail.com.

Sample Poster and Required Dimensions

