


Poster Design and Printing Checklist:

Content

- Titles, authors, and institutional affiliations are listed.
- Institutes logos authorised and reproduced correctly.
 -  http://intranet.alfredhealth.org.au/Assets/ContentFiles/1/Logo_Authorisation_Form.pdf
 - http://intranet.alfredhealth.org.au/Assets/ContentFiles/1/Logo_Release_Form.pdf
- For research posters: Introduction, Methods, Results, and Discussion are present.
- For clinical vignettes: Introduction, Case Description, and Discussion are present.
- Total text **no greater than 1000 words** for A0 size poster. 750 optimal
- Each section is concise and clear. Logical sequence of information flow (left to right, & top to bottom).
- Photographs graphs, tables, and charts are used whenever possible to display data or convey important information.
- Images have **consent** for use/distribution and are **attributed to the owners' copyright**.

Appearance

- Poster meets the size restrictions of the scientific program.
- Convention Centre or author to provide hanging equipment (pins, tape, velcro etc.)?
- Abstract is posted in the proper position on the poster (if required).
- The poster does not appear cluttered.
- Major headings can be read from 3 to 5 feet away. approx 60 point (if Arial)
- Text and figures can be read from 2 to 3 feet away. approx 24+ point (if Arial)
- Graphs and figures can be read from 2 to 3 feet away.
- Font is similar throughout (no more than 3 fonts sizes used for poster title, section title, & text).
- Colour, lines, boxes, and arrows are consistent when used to emphasize important points.
- Content can be absorbed in 10 minutes or less.

Sending posters to printers supply the following

- PDF of poster at the dimensions required
 - Name and full contact details
 - Department/organisation name
- Dept. cost centre number
- Delivery address
- Deadline
- Number of posters required
- Type of poster: print only, print and laminate (gloss or matte#) or fabric*

Font sizes using Arial normal

80pt

60pt

48pt

24pt

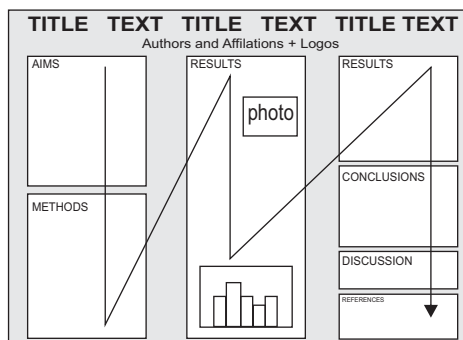
18pt

14pt

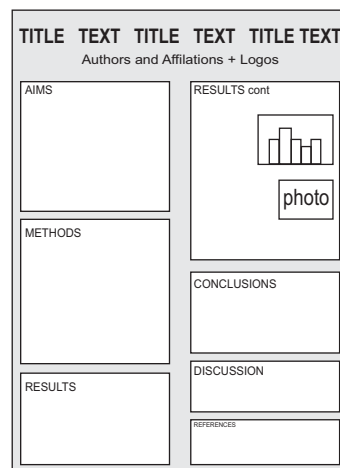
Landscape vs Portrait

A0 size: 1189mm x 841mm

Landscape



Portrait



PRINTING ONLY: Allow 3 working day turn around