

GPI POSTER GUIDELINES

SIZE

841 mm wide x 1189 mm high (A0) - portrait format (posters may not be smaller or larger than this size).

1. ASSISTANCE PROVIDED AT CONGRESS CENTRE

- 1.1. A poster panel on which to hang posters
- 1.2. A number for each poster board: this number indicates your assigned display station and also corresponds to the abstract number
- 1.3. Mounting materials, including double sided adhesive tape. Note that the use of drawing pins will NOT be allowed
- 1.4. Staff to advise during poster mounting

2. THE FOLLOWING COMPONENTS SHOULD BE INCLUDED AND USED AS HEADING WHERE APPROPRIATE

- 2.1. Title
- 2.2. Contact data
- 2.3. What was done
- 2.4. Why was done
- 2.5. How it was done
- 2.6. What was achieved
- 2.7. What is next

3. IT IS OFTEN USEFUL TO HAVE A SUMMARISED VERSION OF THE POSTER TO HAND TO INTERESTED READERS

You should also provide a notepad so that interested readers can leave their contact addresses, and a drop-box in which they can leave business cards or envelopes.

4. DESIGNING THE POSTER

- 4.1. Remember that viewers should be able to grasp the meaning of the poster without listening to an explanation or reading a report. To assist in this:
 - 4.1.1. Communicate the message simply
 - 4.1.2. Do not clutter the poster with too much detail
 - 4.1.3. Only use materials that can be mounted on the poster board (plus handouts)
 - 4.1.4. Use title lettering at least 2.5 cm high with text lettering at least 8 mm high and 0.7 mm thick. Test readability from 1 m or more away.
 - 4.1.5. Use pie charts, histograms, graphs, tables, clip art, drawings, symbols and photos to illustrate key points. Use colour effectively in these and make them simple, rather than complex.
 - 4.1.6. Design the poster to be read from left to right and top to bottom
 - 4.1.7. Where possible, use one-line statements or bullet phrases to highlight key points, rather than full sentences (this list is set off by bullet points)
 - 4.1.8. Use bold face type for headings and sub-headings

4.1.9. Proof-read the poster carefully. Ask a person independent of the project to review the text for clarity, organisation and brevity

4.1.10. Bring white correction tape or fluid and black felt tip pen to the meeting to correct errors or scratches

5. POSTER CERTIFICATES

Certificates of poster submission will be available following the congress and will be sent to you via email.

6. POSTER PDFs FOR WEB SITE

Authors should send a pdf of their poster to [toabstract\[at\]eahp\[dot\]eu](mailto:toabstract@eahp.eu)^[1] for inclusion on the EAHP web site following the congress. Deadline for receipt of your poster pdf is 15 March 2020. [Click here](#)^[2] to see some examples from last year.

7. DISCIPLINARY ACTION

If an author is unable to present his poster during the congress, he absolutely needs to notify the EAHP by sending an email to [toabstract\[at\]eahp\[dot\]eu](mailto:toabstract@eahp.eu)^[1]. If same situation happens 3 years in a row, the EAHP reserves the right to reject any other GPI submitted by the same author for future congresses.

Last update: 10 July 2019

Links

[1] <https://www.eahp.eu/contact/abstract/eahp/eu>

[2] <http://www.eahp.eu/gpis/congress-posters>