

## Appendix B

### Poster Presentation Guidelines

All presentations must align with one of the conferences sub-themes.

Please prepare poster abstracts to include the following:


**Purpose** – what is the intent or goal of the project? What problem is being addressed?

**Description** – Why is these important issues to address? What could be potential methods and processes can be used to address the issue?

**Evaluation / Outcome** – What have been / are projected to be the outcomes of the project? How is success measured or could be measured?

Please avoid adding images to the abstract submission box. This is for text only. The image submission is only done after registration.

**Poster Template** **SUSTAINABLE DEVELOPMENT GOALS**  
17 GOALS TO TRANSFORM OUR WORLD



Prepare your material from the reader's perspective. What was done, by who and your conclusion has to be accessible within a couple of second's reading! Use active voice when writing the text.

**Introduction**  
Posters are primarily visual presentations. Your poster should be dominated by self-explanatory illustrations such as graphs and pictures and the amount of text should be kept to a minimum.

**Your aim**  
Start by thinking of your poster as an advertisement for your work rather than an opportunity for a complete presentation.

**Your message**  
Keep your message clear and your text concise. Decide what is relevant for this poster and try to get your message across.

**Use diagrams and images to illustrate your project**

**Tips:**  
The best font for short text blocks on a poster is a Calibri typeface family.  
AVOID CAPITAL LETTERS IN TEXTS THAT ARE LONGER THAN ONE LINE, SINCE THEY ARE MORE DIFFICULT TO READ.

**Handouts**  
Have more detailed information available in the form of handouts or printed articles. Include references on your handout instead of your poster.

It is a good idea to include pictures and notes of what will be happening in the future.  
It would be useful to put handouts, business cards, reprints etc. nearby - on a table or in an envelope hung with the poster.

Can be helpful to use a descriptive caption

**Don't forget to include the names of Authors**