Poster exhibition presentation guidelines

Guidelines for poster exhibition presenters

The poster exhibition is open from Tuesday, 24 July, to Thursday, 26 July, from 10:00 to 18:30 each day. It is located in Hall 1, next to the Global Village (ground floor, near the main entrance).

Each poster is displayed for one day. Late-breaker posters are displayed for the duration of the conference (Tuesday to Thursday) in the poster exhibition area.

Authors will stand by their posters between 12:30 and 14:30 on their assigned day of presentation to answer questions and provide further information on their study results.

Authors are responsible for mounting and removing their posters.

Posters must be mounted between 08:00 and 09:00 on the day of presentation, and removed between 18:30 and 19:00 on the same day.

Presenters of late-breakers posters are asked to mount their posters on Tuesday, 24 July between 08:00 and 09:00, and remove them on Thursday, 26 July, between 18:30 and 19:00.

The poster exhibition staff will remove and dispose of posters that are not taken down. The staff assumes no responsibility for material left behind.

Poster exhibition presenters are **not** required to check in at the speaker centre.

The day of your poster presentation is indicated in the first two letters of your final poster number: TU=Tuesday, WE=Wednesday and TH=Thursday. This number will appear in the conference online programme and in the abstract book. You can present your poster only on the indicated presentation day.

The first two letters (TU/WE/TH) of your poster number are not displayed on the poster board. For example, if your day of presentation is Tuesday and your poster number in the programme and abstract book is TUPE001, the number displayed on the bar on top of your board will be PE001.

Guidelines for poster layout

Posters should be laid out in **landscape style.** The dimensions of the poster **should not exceed 197cm wide by 97cm high in order to fit the poster board.** The poster number will be displayed on the top of the poster board. Mounting materials will be available at the poster helpdesk. The recommended material to print the posters is paper (please avoid laminated paper).

Your poster should quickly orient the audience to the subject and purpose of your study. Here are some hints that may be helpful for the preparation of your poster:

- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes.

- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster.

- Design the individual sections of your poster so that they can be quickly read; avoid large blocks of text and long sentences.

- Make sure that the type/font size is large enough to be read at a distance of 1.5 metres (five feet). Do not make type smaller than 18pt for text and 36pt for headings. Try to keep your word count as low as possible.

- Supporting images (graphs, tables, illustrations, photographs, etc.) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand and are not overloaded with information.

- Make sure that there is enough contrast between the colour of the type and the poster's background.

Click here to download the AIDS 2018 poster template.

You may want to have handouts of your poster and business cards available at your poster in case people want to contact you about your work. If you are making your poster or other materials available online, include the web address on your poster.

It is not possible to use a computer as part of your display. The conference organizers are not able to arrange for any additional equipment in the poster exhibition area, such as DVD players, projectors, tables or power outlets.

Guidelines for e-posters

In addition to paper poster, presenters are invited to upload an electronic poster (e-poster). The e-posters will be published on the conference online programme. Presenters may choose to upload their regular poster electronically or prepare a poster specifically for online viewing. If preparing for online viewing, a PowerPoint presentation with various slides is recommended. The formats allowed are .pdf (preferred), .ppt or .doc files. Please ensure that the resolution is optimized for online viewing and not printing.

Instructions for uploading the e-poster will be sent to abstract authors via email. E-posters may also be uploaded on site in the poster exhibition area.

Click here to download the AIDS 2018 e-poster template.