Instructions for Posters
ICOM-CC 18th Triennial Conference
Copenhagen, Denmark
4–8 September 2017

Conference registration

All poster presenters must register for and be present at the conference. In the case of multiple authors, at least one author must register for and be present at the conference. Presenters who have not already registered can do so online at http://www.icom-cc2017.org/. There is no special discount for presenters.

Conference accommodation

Due to high season in Copenhagen we recommend to book accommodation when you register your attendance. Special rates for ICOM-CC 2017 accommodations are valid until 2 June. After this date special accommodation rates and availability are no longer guaranteed. Reservation is only possible through the registration site.

Poster presentation

A poster is a graphic presentation of the author's research using graphs, photos, diagrams and a small amount of text. Posters should contribute valuable professional information and provide a strong visual impact.

Good posters are built around visual information. The text should relate clearly to the images presented. The amount of text should be kept to a minimum. Refrain from long, detailed explanations and keep the message as concise as possible. This will help produce a poster with the most impact.

Poster specifications

Posters should provide a visual presentation of the submitted abstract. They should meet the following criteria:

Dimensions
- Posters must be in portrait format and A0 size (1189 mm height × 841 mm width).

Please note: Posters that do not meet these dimensions will not be displayed.

Title
- At the top of the poster, please include the title, author(s) and brief author affiliation.
- The title should be the same as in the submitted abstract.
- Text size should be 48–60 point (less for author and affiliation) – 100 point maximum.
- Do not use ALL UPPER CASE TEXT – it is difficult to read.

Headings
- Text headings should be 48–60 point.
- Please use headings such as Introduction, Method, Results, Discussion and Conclusions.

Content
- The poster should be readable at a distance of two metres.
- The text should be brief throughout.
- Any description of methods should be simple and concise.
- Text should be 24–32 point.
- Avoid using a mixture of type/font styles. Verdana font is recommended.
- Do not use ALL UPPER CASE TEXT – it is difficult to read.
- Text should be single spaced.

Design
The poster must be in A0 size, printed on a single sheet and vertical (portrait) in orientation. Posters made up of multiple pages will not be accepted.
Posters can be designed using computer programs such as PowerPoint, Corel Draw or Adobe InDesign.
Backgrounds should be white, muted or pastel. White text on a dark background should be used sparingly, if at all, e.g. for a heading.
Have enough blank space; too much text without breaks is overwhelming.
Use a minimum of 2 cm margins around the edge of the poster, and ensure there is a space of at least 10–15 mm between columns.
Insert photos and/or graphics, but not too many. Images should be clearly linked to the topic.

Content of the poster
Select the most notable aspects of your research, because not all information can be presented. For presentations on research, the Results and Discussion sections are usually the emphasis of the poster presentation. Next in emphasis would be the Conclusion, Methodology, Abstract and Literature Review.

Organisation
Define different sections clearly. Use headings of reasonable size (larger than the text) to identify the start of each major section. Consider what your poster will look like 'at a glance.'

Elements of the poster
People should not have to spend more than five minutes on the text of the poster. No audio-visual equipment is permitted for poster presentations.

Depending on the content/type of poster, the following elements could be used:

Background or literature review: This section should be one or two paragraphs in length. It may include a brief literature review, background information or reason for completing the research.

Objectives: The objectives of the research should be clearly and succinctly written; they may be in point form and stated as a purpose, hypothesis, research question or research objective.

Methods or approach: This section includes the study design, instruments and procedures, data collection and data analysis.

Results: This section should be the majority of the poster. Although it is one of the shorter portions of a written paper, it is the major portion of a well-designed poster. It should include main findings and report factual data in enough detail to report conclusions drawn.

Tables, figures and graphics: Tables and/or figures will have greater visual appeal if they are in color. They should be labeled or have a note or explanation at the bottom of the table or figure.

Discussion: This section should include interpretation of the results.

Conclusion: This section should include a summary of findings and implications, including future research areas.

Acknowledgments and references: All sources of information must be acknowledged. Reference lists should be kept to a minimum; they can be in a smaller font.

Presentation
Posters will be on display for the duration of the conference. Each poster will be allocated a specific time in the conference programme for an informal 5–10 minute presentation during one of the tea/coffee breaks.

Your poster can be mounted from 08:00 on 4 September 2017 and must be dismantled/collected before 16:00 on 8 September 2017. Any remaining posters/materials in the poster-board room not collected by the presenters before this deadline will be discarded. Special stickers for mounting will be provided onsite.