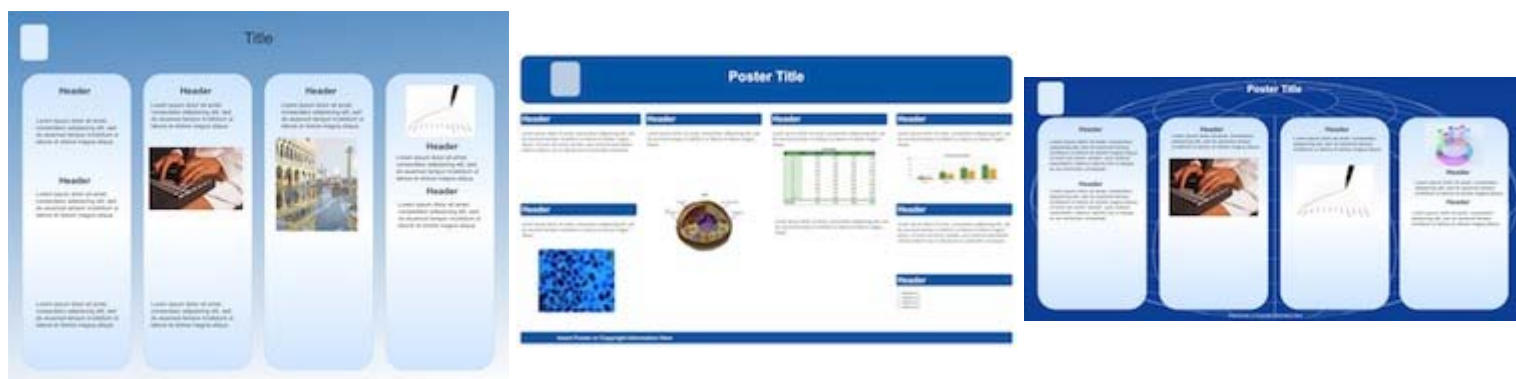


Poster Printing Guidelines

DOWNLOAD TEMPLATES

As an alternative to your own poster template you can also download one from the list below - at no cost:

- Select the preferred template
- Right click on the picture and "save target as"
- Edit the poster and
- upload it on the corresponding site of your poster



POWERPOINT SLIDES

It is important to set up your slide to a size that is proportional to the printed size of the poster. In PowerPoint, go to Page Setup and select Custom. Fill in the proper width and height. In some cases you may have to fill in half-size (for example, enter 72" x 36" as 36" x 18").

The following printed poster sizes are available:

910mm x 2130mm
910mm x 1830mm
910mm x 1520mm

Poster Boards have the following size: 970mm (h) x 2300mm (w) - landscape format

One slide only please! - Your Poster will be created from a single PowerPoint slide. Please submit only one slide per poster.

Fonts - Choose two fonts at most, nothing cursive. Stick to sans-serif fonts for legibility: Arial and Helvetica are recommended. If you wish to use a serif font, we recommend Times New Roman (Windows) or Times (Macintosh).

Excel Charts - You can paste Excel charts into PowerPoint: from Excel, select your chart and Copy, then in PowerPoint, Paste the chart where you want it to appear. For detailed instructions see: <http://office.microsoft.com/en-us/powerpoint/HA102045551033.aspx#PasteChartPowerPoint>



Word Text - insert a text box into your PowerPoint slides, copy the text from your Word document and paste it into the textbox in your slides.

Image Files - To add image file, select "Insert">"Picture". Images should be good quality and appear clear and sharp on your screen. Since they will be enlarged for printing, we recommend that images are set to a resolution of 300 dpi. For detailed instructions on adding images see:
<http://office.microsoft.com/en-us/powerpoint/HA100794091033.aspx>

Backgrounds - For legibility and viewing ease, we suggest that you keep your backgrounds simple and avoid using dark colors.