

GUIDELINES FOR POSTER DESIGN AND PREPARATION

Posters for the 2016 International Rangeland Congress are **NOT TO EXCEED 3 feet (91.44 cm) wide x 4 feet (121.92 cm) high**. A POSTER TEMPLATE has been provided to guide you in designing a poster with correct dimensions. This means the poster needs to be in portrait (vertical) orientation. Posters exceeding these dimensions and not in portrait orientation will not be allowed. Push pins will be provided to you to hang your poster on the board assigned to you. Poster boards are double sided with 2 posters per side so yours will be one of four posters on the same board.

The poster viewing area will be accessible starting at 3 p.m. on Sunday, July 17 for those with posters on the Monday and Tuesday poster viewing sessions. Posters are located close to the networking breaks plus there is a dedicated 90 minute time slot for poster viewing on Monday, Tuesday and Thursday. See Table 1 below for complete details on dates and times to hang and remove posters and poster viewing session.

Table 1. Time to Hang Poster, Poster Viewing Session Date and Time, Poster Take Down Time

Sub-Theme	Ideal Time to Hang Poster	Poster Viewing Session	Poster TAKE DOWN TIME
1.1 through 1.5	Monday, July 18 during AM Networking Break OR 12 – 1pm Lunch Break	Monday, July 18 4:30 – 6:00 p.m.	After 6:00 p.m. Tuesday, July 19
2.1 through 2.5			
3.1 through 3.5	Tuesday, July 19 during AM Networking Break OR 12 – 1pm Lunch Break	Tuesday, July 19 4:30-6:00 p.m.	After 6:00 p.m. Tuesday, July 19
4.1 through 4.5			
5.0	Thursday, July 21 during AM Networking Break OR 12 – 1pm Lunch Break	Thursday, July 21 4:30-6:00 p.m.	After 6:00 p.m. Thursday, July 21
6.1 through 6.5			
7.1 through 7.5			

Authors are expected to be with their poster during the designated poster viewing session for their sub-theme area (see Table 1).

You must be registered by May 31, 2016 in order to have your abstract in the Congress Proceedings.

It is advisable to bring the printed poster with you when you travel rather than find a place to print your poster once you arrive in Saskatoon.

Please consider the following points when planning and preparing your poster for IRC 2016.

1. Keep it simple; stick to key points and essential information, use a minimum of text.
2. Make it self-explanatory; most the time when a poster is on display you will not be present, so be sure it tells a logical, coherent story. Remember, excessive detail hinders rather than helps; interested viewers can ask you about particulars during the poster viewing session.
3. Make your poster easy to read. Use of large lettering, bold font, simple figures and a clear easy-to-follow layout are essential.

Contents

Your poster should include the following:

- Title, followed by name and affiliation of the author(s)
- Small, head shot of yourself near the title so people can identify you as the presenter of the poster.
- Introduction – state the problem or area of investigation
- Objective – what you investigated and why you are presenting this information
- Materials and Methods – lab techniques, experimental design, sampling method, data source, timelines, etc
- Results and Discussion – graphs, photos, tables; All data should be in metric terms.
- Conclusion and Implications – this should always be last on your poster; findings, summary, interpretation and implications
- Acknowledgements – to acknowledge funders if applicable
- References – include key references

Legible and Readable

1. Title and Headings:
 - a. Reserve the top 4 inches (10 cm) of your poster for the title, author's name(s) and affiliation(s).
 - b. Use lettering that is at least 70 pt for the title.
 - c. Use lettering that is at least 50 point for the authors and affiliations
 - d. Use lettering that is at least 54 point for headings.
2. Text
 - a. Text should be legible (readable) from 5 feet away (1.5 m). This means a minimum font size of 32 point for all text, including tables, figure captions and labels.
 - b. Use sentence case (both upper and lower case letters).
 - c. Use a sans serif type font (e.g., Arial, Helvetica, Century Gothic, Calibri, Candara)
 - d. Use all caps, bold or italicized lettering to highlight paragraphs
 - e. Keep adequate "white space" around statements for easier reading.
 - f. Be selective in what ends up on the poster; you only have so much space, stick to key points and essential information.
 - g. Keep text to a minimum.
3. Figures, Tables and Photos
 - a. Figures can be understood much more easily and more quickly than tables; convert tables to figures, if possible.
 - b. Keep figures simple. Use bold lines and large symbols for easy reading from a distance. Make lines thick enough (at least 0.8 mm). Symbols should be at least 3 mm in diameter.

- c. Each figure should be accompanied by a short line of interpretation that summarizes the “take-home” message of the figure.
- d. Photographs should be clear, and show what they are intended to show.
- e. Stick to a minimum of 25 point font lettering in all tables, captions and labels.

Layout and Organization

- Posters cannot exceed 3 feet wide x 4 feet high. They must be designed and printed in portrait or vertical orientation. Reserve the top 4 inches of your poster for the title, author’s name(s) and affiliation(s).
- A 3-foot wide poster can be designed to be 3 columns (10.5” wide), 2 columns (17” wide) or a single column. Keeping uniform column widths is more esthetic.
- Your poster should start with the introduction and end with Conclusions and Implications followed by Acknowledgements (if needed) and References.
- Try to avoid using large tracts of text anywhere on the poster. Separate, individual statements are much easier to read.
- Do not crowd your poster. Be generous with “white space” around text and within panels.

Figure 1. Example layout for Portrait Orientation Poster

