



IBITA

GUIDELINES FOR SCIENTIFIC POSTER PRESENTATIONS

These guidelines are derived from the literature listed below and from experience with poster presentations. Posters are often used for presentation of a study during a congress, as well as for the dissemination of information, for developing professional skills and for inter-departmental exchanges.

1. CONTENTS

General

C Emphasise only the most important details. More detailed data can be provided on hand-outs. C Do not use non-essential words.

C Key-words can be placed at the start of a section.

Specifics of the different sections

C Title – authors/s and affiliation.

C Introduction – background and purpose of the study.

C Materials and methodology – type of study, sample and sampling procedure, intervention, etc.

C Results – If the results are depicted by graphs or tables, do not repeat the information in the text.

C Discussion and conclusions.

C References and acknowledgements.

2. FORMAT

General

Different congresses have different requirements and these must be adhered to. The following are general guidelines:

C Size about DIN-A0 = 841 x 1189 mm.

C Use the title of the study as the heading.

C The paragraphs are usually arranged in double columns.

C Avoid frames around the paragraphs.

C Use dark letters against a light background, or vice versa.

C The overall impression should be of unity.

Background

C The colour should be clear but not distracting.

C Use one unifying colour, or shade the colour from bright to dark in one direction, usually from top to bottom.

Type

- C For the headings – Arial or similar.
- C For the body of the text – Times New Roman or retain the original font.
- C The recommended size differs – see guidelines below.
- C References can be given in a very small font.

Guidelines Posters April 2005 Education Committee

IBITA INTERNATIONAL BOBATH INSTRUCTORS TRAINING ASSOCIATION Page 2

Fabrication

Easy to use software for poster production is available and is usually compatible with large university printers. PowerPoint is also simple to use and can be printed at a copy shop that has a big printer.

Fabrication using PowerPoint

- C Open a new file.
- C Define the size of the page.
 - o Adjust the page for height
 - o The size is user-defined. Height about 112 cm. Width about 84 cm.
- C Text layout = double column.
- C Type in text fields.
- C To insert pictures or diagrams
 - o Insert new slide.
 - o Choose content layout.
 - o Insert picture or graphics from selected source.
- C Insert text boxes as required.
- C Format/slide design/colour schemes/choose colours.

Once in a while you should use print preview to get an idea of your product. If you can easily read a 25% reduction at arm's length, the viewer of the completed poster should be able to read it without problems.

3. PRESENTATION

You will be given a date and time when you have to be on site to present your poster. Speak clearly in your own words. Be prepared to answer questions in more depth than the information given in the poster. Invite delegates to help themselves from a supply of hand-outs or mini posters.

Try to be available near your poster frequently during the congress. A photograph of the presenting author on the poster will enable delegates to identify you.

References

Münz W. Lecture during a meeting of German IBITA Instructors, Cologne, April 2003.

Murray R, Thow M, Strachan R (1998) Visual literacy : designing and presenting a poster. Physiotherapy 84: 319-327.

Zillessen A (....) Physiopraxis: Ein Quadratmeter voll Wissenschaft – Das Poster. Forschung auf den Punkt gebracht 8-9/03:55-57.

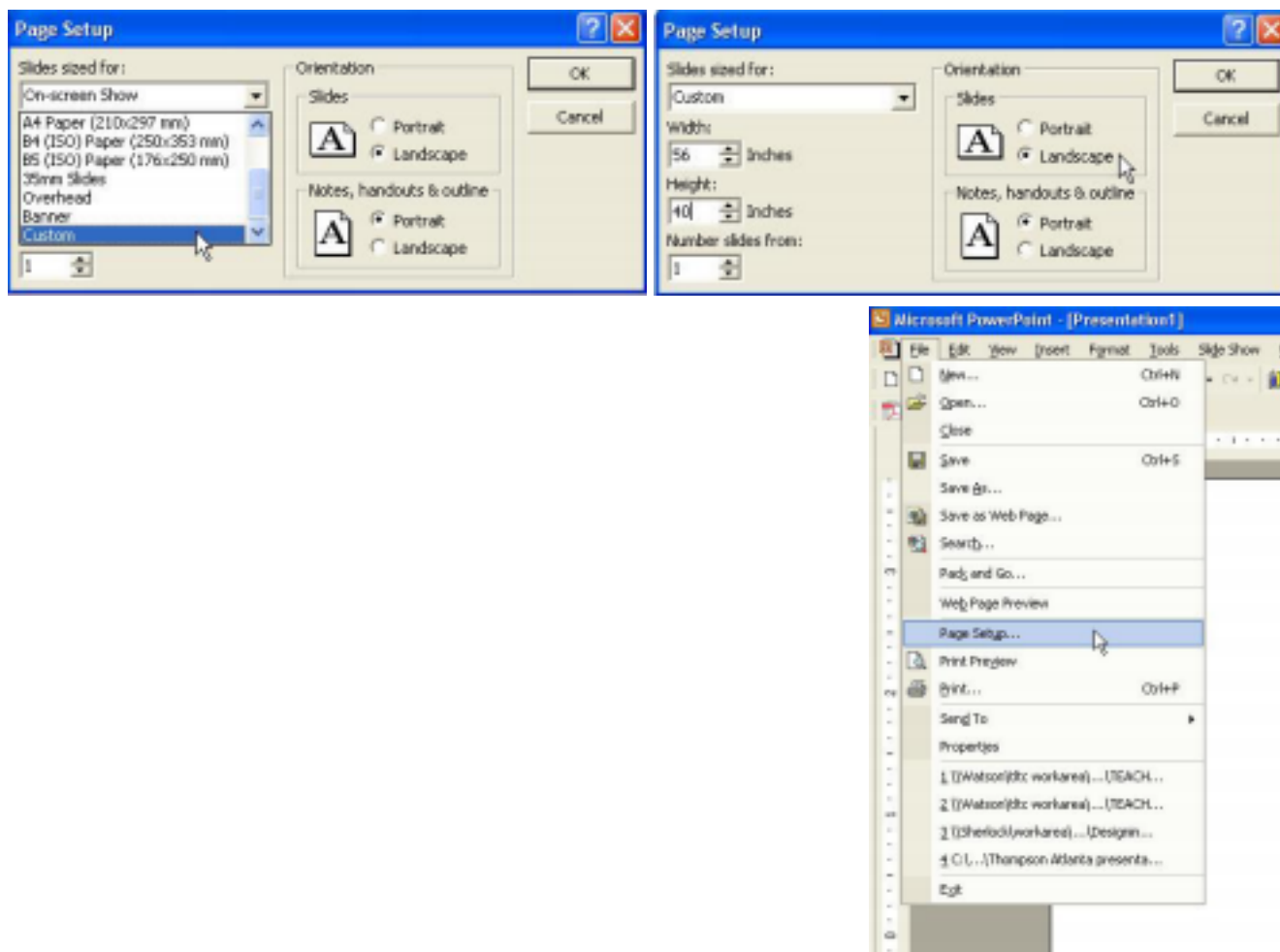
Compiled by the Education Committee of IBITA, April 2005, from material kindly compiled by Heidrun Pickenbrock.

Guidelines Posters April 2005 Education Committee

How to Make a Poster Using PowerPoint

Start PowerPoint: Make a New presentation – a blank one. When asked for a Layout, choose a blank one – one without anything – even a title.

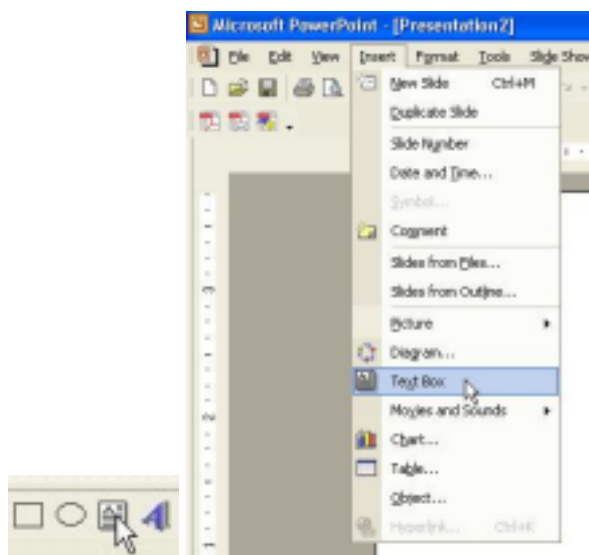
Choose the size of your poster: Go to File> Page Setup. A Page Setup screen will appear. In the Slides sized for option, choose Custom. Put the actual size of poster for the Height and the Width. (**If printing at the TLTC, no larger than 40" x 56".**) Pick if your poster will be Portrait (up and down) or Landscape (sideways.) Click OK. Do this before you begin creating the poster! Failure to do so may result in a poster that is not printable, or not printed at the size you need. Click OK.



Adding text: In order to add text, the text needs a "container" – a Text Box. Make a text box by

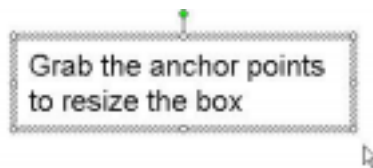
clicking on the Text Box tool or selecting Text Box under the Insert menu.

The Text Box tool is found near



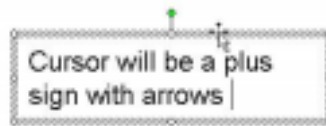
the bottom center – it looks like a mini page with an "A" in the upper-left part of it.

Click or click-and-drag where you want the text to be. You should see the rectangular shape of the Text Box. Type in your text. You can re-size it at any time by dragging one of the little "handles". The box will also grow automatically as you type (if it needs to). To copy text from another program first make the text box then do copy and paste into the text box. Make a separate Text Box for each separate piece of text. "Separate text" means a portion of text that you want to be able to move independently from the others.



As in many programs, you can change the font and size by highlighting the text to be changed and then making the changes. A 72-point font is about an inch high. If you don't see the size you want in the selection list, you can enter it in by hand. You can change the color of the text, the edge, and the fill as well as other things under the **Format>Text Box** menu.

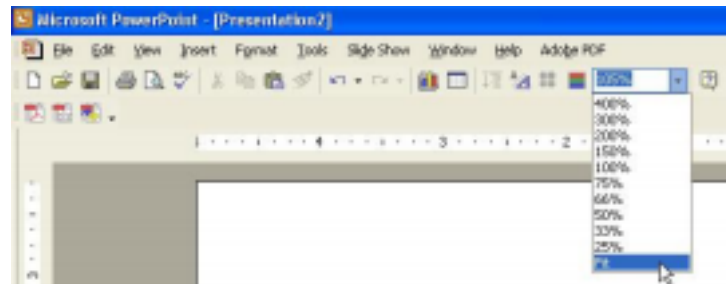
To move a Text Box, position your pointer over a part of the edge of the box that is not a handle. The pointer should become shaped like a plus sign with arrows. Click and drag the Text Box to the wanted position.



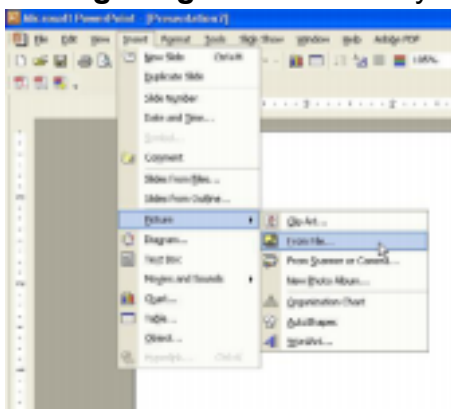
TEXT TIPS:

- It is better to create all of your text, charts, and tables in PowerPoint rather than copy and pasting to avoid problems with formatting and printing your poster.
- You can change the proportions, type size and style later.
- Try to use a minimum of 24 point type for the body text.
- Allow for enough “white space” (areas where there is no text or graphics) to keep your poster from looking too overloaded.
- Minimum 72 point font for the title. (Of course the bigger the better, but 72 pt is approximately 1” tall.) • You can import text from your word processor via copy and paste.
- You may have to change the formatting of the pasted text. It rarely survives the translation process unchanged. Try one of the “paste special” options if it is available to you.
- Individual text box backgrounds can be changed by selecting the box and changing the “fill” and/or “lines” colors.
- Do not use lettering effects such as outlined or shadowed. They don't reproduce well. • Bold, italic, and underline are OK. Use these sparingly.

Zoom: You can control the zoom amount by clicking on the zoom choice box, or using the **View >Zoom** menu. “Fit” will allow you to see your entire poster on screen. Zooming to 100% will show you the actual printed size of your poster. (You'll have to scroll around from this view.)



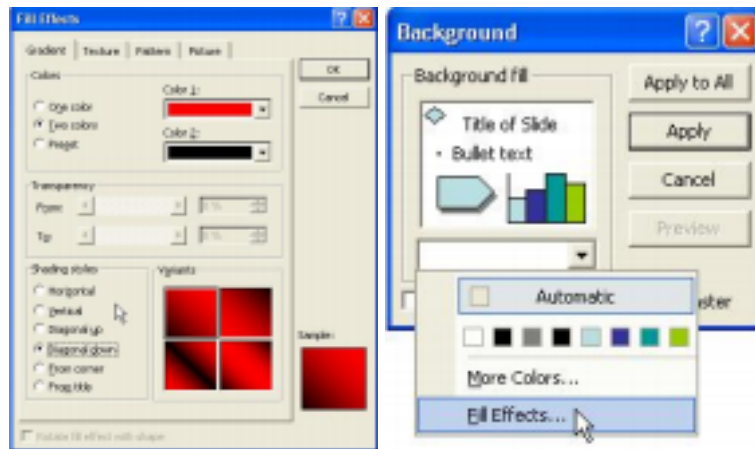
Adding images: The two ways to add images are with Insert/Picture and with Copy and Paste.



Insert/Picture: This is the most common way of adding graphics to a PowerPoint document. If you have a file that is in one of several standard graphic formats (like JPEG, GIF, PICT, etc.), use the **Insert> Picture>From file** and browse your computer to select your file. The image will appear on your document with handles. Use one of the corner handles to re-size it. (The corner handles will keep the same aspect ratio; the side handles will not.) Click and drag in the middle of the graphic to move it.

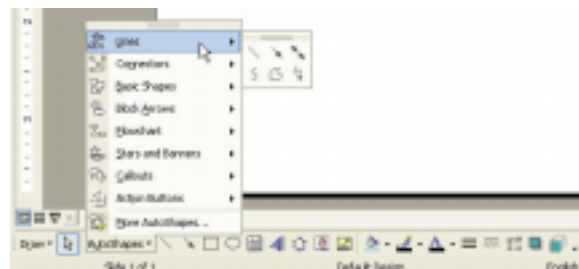
Copy and Paste: Use this if you have something like an Excel graph you want to add to your document. Generally avoid this method if you can – Copy and Paste will often only give you a low resolution copy of a graphic.

Background: You can select a background under the **Format>Background** menu.



Avoid using bold, dark, solid colors as your background. (If it takes up more than 50% of the printed area.) Too much ink saturation can make your poster wavy like a Ruffles potato chip. Under the Fill Effects window, several options can be used that will not cause this effect. Just explore with the many options shown until you find a look that you like, and is still easy to read. (Note: Avoid the “patterns” option under the Fill Effects menu. They typically do NOT print well.)

Lines, Boxes, Arrows: Next to the Text Box tool are tools to make ovals, boxes, lines, arrows, etc. When you have made one of these, you can change it (when it is selected) with the Format menu/Colors and Lines. This toolbar can typically be found at the bottom of the screen.



Design Tips

- Pictures imported from web sites are low resolution images. These images are for onscreen presentations and web page use only. To download high res Texas Tech graphics, you can get them here: <http://www.tltc.ttu.edu/posters>
- Do Spell-check, under Tools.
- Use high contrast colors between foreground and background. A light background with a dark foreground is the most readable combination. E.g., a white or light yellow background with black or dark blue text is the optimal combination. Or another effective combination is a dark blue background with white text body and yellow for titles. Use all other colors sparingly. And remember - combinations of red and green appear as grey to people who are color blind. Save this combination for Christmas time only.



- Use a simple serif font, e.g., Times New Roman. Serif fonts are easier to read on paper than sans serif fonts (Helvetica, Arial, etc.) .



- **If you are using special fonts:**

When you have completed your poster in PowerPoint, go to the File pull down and choose Save As. At the top of the dialog box you will see a button called “Tools”. Click that and a drop down box of options should show up. One of the options will be Save Options, choose that and you'll see a check box that says "embed true type fonts" make sure this is checked and then name and save your file.

