

Poster title goes here, containing strictly only the essential number of words...

Author's Name/s Goes Here, Author's Name/s Goes Here, Author's Name/s Goes Here

Address/es Goes Here, Address/es Goes Here, Address/es Goes Here

Introduction

First...

Check with conference organisers on their specifications of size and orientation, before you start your poster eg. maximum poster size; landscape, portrait or square.

The page size of this poster template is A0 (118x84cm), portrait (vertical) format. Do not change this page size, MIS can scale-to-fit a smaller or larger size when printing. If you need a different shape start with either a portrait (vertical) or a square poster template.

Bear in mind you do not need to fill up the whole space allocated by some conference organisers (eg. 8ftx4ft in the USA). Do not make your poster bigger than necessary just to fill that given size.

Aim

How to use this poster template...

Simply highlight this text and replace it by typing in your own text, or copy and paste your text from a MS Word document or a PowerPoint slide presentation.

The body text / font size should be between 24 and 32 points. Arial, Helvetica or equivalent.

Keep body text left-aligned, do **not** justify text.

The colour of the text, title and poster background can be changed to the colour of your choice. Dark coloured text on light background colours is easier to read.

Method

Tips for making a successful poster...

Re-write your paper into poster format i.e. simplify everything, avoid data overkill.

Headings of more than 6 words should be in upper and lower case, not all capitals.

Never do whole sentences in capitals or underline to stress your point, use **bold** characters instead.

When laying out your poster leave breathing space around your text. Don't overcrowd your poster.

Try using photographs or coloured graphs. Avoid long numerical tables.

Spell check and get someone else to proof-read **before** submitting your poster for printing.

Results

Importing / inserting files...

Images such as photographs, graphs, diagrams, logos, etc, can be added to the poster.

To insert scanned images into your poster, go through the menus as follows: Insert / Picture / From File... then find the file on your computer, select it, and press OK.

The best type of image files to insert are JPEG or TIFF, JPEG is the preferred format.

Be aware of the image size you are importing. The average colour photo (13 x 18cm at 180dpi) would be about 3Mb (1Mb for B/W greyscale). Call MIS if unsure.

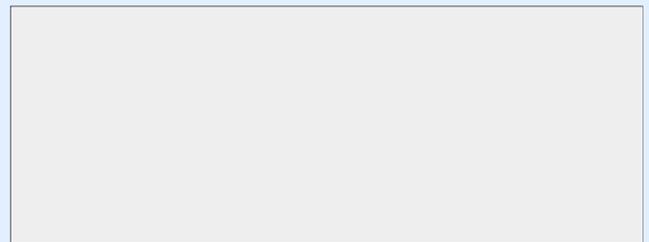
Do **not** use images from the web.

Notes about graphs...

For simple graphs use MS Excel, or do the graph directly in PowerPoint.

Graphs done in a scientific graphing programs (eg. Sigma Plot, Prism, SPSS, Statistica) should be saved as JPEG or TIFF if possible. For more information see MIS.

Captions to be set in Arial or equivalent, italic, between 18 and 24 points. Right aligned if it refers to a figure on its right. Caption starts right at the top edge of the picture (graph or photo).



Captions to be set in Arial or equivalent, italic, 18 to 24 points, to the length of the column in case a figure takes more than 2/3 of column width.

Conclusion

For more information on:

Poster Design, Scanning and Digital Photography, and Image / file size contact:

Medical Illustration Services

Telephone: x24692 (0141 211 4692)

Email: MedIllGRI@ggc.scot.nhs.uk

Acknowledgements

Just highlight this text and replace with your own text. Replace this with your text.