

|   |   |   |
|---|---|---|
|  | <p>FP7-PEOPLE ITN2013 – ITN-DCH 608013<br/>Final Project's Conference<br/><b>INSTRUCTIONS FOR POSTER PRESENTATIONS</b><br/><i>Hotel Sotelia, Olimje, Slovenia</i><br/>23-25 May 2017<br/><a href="http://www.digitalheritage2017.eu">www.digitalheritage2017.eu</a></p> |  |
|---|---|---|

The usable space on the poster boards is **120 cm in height, 84 cm in width (A0 – Portrait Format)**. The poster can be portrait or landscape. The boards will be illuminated sufficiently by the room light. Tapes and tags for fixing your poster onto the boards will be provided.

A sheet containing the number and title of your short paper will be mounted in front of your poster board. Please prepare your poster carefully and completely in advance of the joint event.

Posters should be placed to the boards latest on **Tuesday 23 May 2017 by 12:00 (noon)** and **will be displayed for the entire conference**.

Please don't forget to remove your poster at the end of the conference. The organising committee will NOT take the responsibility of removing and keeping your poster after the end of the event.

Avoid these common errors:

- The size of characters is too small to be seen from 2 or 3 meters distance.
- Only copies of your paper are put on the board.
- Only pictures and tables are put on the board without any explanation or title.
- No summary is presented.

Please, **use large characters at least 1 cm in height**. Please provide a title together with your address to be contacted, a brief explanation of each section and if possible add a *QR-Code* with a reference to the project webpage or the paper.

The **minimum recommended size for photographs and figures is 20 cm by 25 cm**. Present numerical data in the form of graphs or tables (graphs make trends in the data much more evident). If data must be presented in table-form, keep it simple. Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text. Each visual should have a *brief* title. In presenting your research/outreach results with a poster, you should aim to use it as a means.

The ideal poster is designed to attract attention, provide a brief overview of your works and results, and initiate discussion. Numbering the individual panels, or connecting them with arrows, is a standard guidance system. Leave some open space in the design. Moreover, prepare a short presentation of about 5 minutes that you can periodically give to those viewing your poster.

Best regards,

Organising Committee

---