

**13th Annual Conference
of the European Biosafety Association**
21 – 23 April 2010, Ljubljana, Slovenia



Guidelines for Poster Presentations

Thank you for agreeing to participate at the European Biosafety Association's annual conference. So as to help ensure that all our poster presenters are given the best opportunity to communicate their poster successfully, and to ensure that all attendees gain maximum benefit from the conference, please note the following important points.

1. The posters will be presented and numbered according to the list on the website www.ebsaweb.eu/EBSA_13.
2. Preparation of the Poster:
 - Each poster should have a maximum size of 0,85 m width and 1,2 m height (DIN A0, portrait orientation).
 - Posters must be written in English. Findings must be presented in a logical and clear manner.
 - The author's name and address and the title of the paper are to be indicated on the top section of the poster.
 - Make the poster intelligible in itself, even in the absence of the author. It is suggested to divide the contents of each poster into introduction, results and conclusions, with a summary listing the pertinent results and conclusions.
 - The poster should be legible from a distance of 2-3 meters. Therefore, the minimum size should be:
 - 20 cm for graphs;
 - 3 cm for the paper's title and the names/addresses of the authors in the heading label;
 - 1,5 cm for sections headings such as introduction, results, labelling of figures and tables;
 - 0,8 cm characters in height for further text.
 - Line spacing: 1,1 cm at minimum; 10 of such lines correspond to one figure.
 - Use colours, symbols and schemes for improved clarity.
3. Mounting the poster
 - The poster number is mounted on top of the board. Use only the board that is allocated to your poster.
 - Material for attaching the posters and illustrations will be supplied by the organisers.
 - Writing or painting on the poster board is not allowed.
 - The posters should be put up latest on **Thursday, 22 April 2010 at 9.00 a.m.** and taken down at the end of the conference on **Friday, 23 April 2010 at 3.00 p.m.**
4. Poster presentation
 - Presenters must devote adequate time at the conference to ensure that they are available to field queries and questions on their presentation. This usually means that they should be willing to spend most the breaks at or near their posters.
 - The opportunities to present the posters are during the poster session on Thursday, 22 April 2010 from 14:30 to 15:00 hrs. and during lunch and coffee breaks.
5. Posters are not commercial advertising opportunities and must not be used as such. They must not be used to denigrate or question the reputation of any company, institution or individual.
6. EBSA Conference Programme Working Group reserves the right to refuse posters that do not follow these guidelines.