

Guidelines for DDM Summit printed poster presentation

These guidelines include:

1. Mandatory declaration of conflicts of interest (COI)
2. Poster format and display
3. Tips and tricks for preparing an effective presentation
4. On-site presentation

1. Declaration of conflicting interests (COI)

Please make sure to insert a declaration of conflicting interests at the bottom of the poster.

This is mandatory for all speakers, even if there are no COIs to declare.

If there is no conflict, the following statement needs to be used: *“All authors have declared no conflict of interest.”*

Download the DDM Summit poster template [here](#).

Find more information on COI [here](#).

2. Poster format and display

All DDM Summit printed posters will be displayed in the DDM Summit Lounge, [Fira Gran Via \(North Entrance\)](#), Hall 8, throughout the congress days.

Poster format

- Your poster must consist of a single page
- Your poster should be printed vertically
- Layout of the poster is in A0
- Keep the poster in 1189 mm (46.8 inches) in height and 841 mm (33.1 inches) in width

Poster display

- The poster should be hung on the poster wall containing your poster number (poster numbers will be sent out at the beginning of August)
- Mounting material will be found on the poster wall
- Poster set-up: Sunday, October 18 from 13:00 to 16:00
- Poster take-down: Tuesday, October 20, from 15:30 to 16:00

All abstract presenters must bring their posters already printed vertically, in A0 format (the required poster size), as no printing facilities are available onsite at the congress!

Additionally, if you opted to upload your printed poster in digital format, please check [the guidelines for e-poster presentation](#).

3. Tips and tricks for preparing an effective presentation

Poster description

A poster is simply a static, visual medium that you use to communicate scientific data and other messages. The difference between a poster and an oral presentation is that you should let your e-poster do most of the ‘communication’.

The content of the poster presentation should be clear, focused, and concise!

Furthermore, it shall contain eye-catching illustrations, diagrams, graphs and/or photographs with clear and attractive layouts.

Content and layout

Generally, a poster should contain:

- Title, describing the project and mentioning the people involved in the work.
- Introduction, informing about the aim and objectives of the research.
- Methodology section, explaining the basis of the techniques which were used.
- Results section, showing illustrative examples of the main results.
- Summary and conclusions, listing the main findings of your investigations.

Readability of the poster

- Posters should be read from left to right and from top to bottom. It is also possible to guide by numbering the individual panels or connecting them with arrows.
- Do not overfill a page with information, as the result can often appear difficult to read.
- When showing results, present only those that illustrate the main findings of the project.
- Use high-contrast colours to ensure readability.
- Choose a simple, clear typeface and limit yourself to two font families.
- Use at least 6 pt for body text and about 11 pt for headings; medium or bold weight is recommended.
- Avoid using ALL UPPER CASE for long text, as it reduces readability; reserve it for brief emphasis.
- Use underlining, bold, italics, or combinations for emphasis, but avoid underlining when using bold italics.
- Use colour for emphasis, but limit it to two colours and ensure it supports comprehension rather than decoration.

Visual elements

Present numerical data in the form of graphs, rather than tables. If data must be presented in table form, keep it simple.

- Graphs: Annotations should be large enough, and the lines of line graphs should be thick enough. Instead of using lines of different thickness, use contrasting coloured lines or different line styles.
- Diagrams and drawings should be labelled, large and clear. Do not cram labelling into your diagram. Use “arrows” and “callouts” instead.
- Clipart should only be used if it adds interest to the display and complements the subject matter. Watch out, as you may spend more time fiddling about with images and searching for appropriate cartoons than concentrating on the content.

- Equations should be kept to a minimum, large enough and accompanied by nomenclature to explain each variable.
- QR code: limit it to one and ensure it fits the e-poster template without distracting from the main content.

Ensure your poster is clear and coherent by keeping text concise, maintaining a consistent style, checking spelling carefully, and reviewing draft versions for readability and layout.

4. On-site presentation

Be on time at the DDM Summit Lounge and get to know your fellow presenters and the faculty.

- Be mindful of the timing of your presentation (3-minute presentation followed by 3-minute Q&A)

Need further help?

For further content-related questions, please contact Shruti Rane Paischer at s.rane-paischer@ueg.eu.