# Formatting Guidelines

You are asked to follow the guidelines below when producing your poster for presentation.

Posters should be uploaded before 26th November 2020; instructions will be sent with confirmation of abstract acceptance.

All posters are required to be A0 size in portrait orientation (0.84 x 1.19 m). and saved as a PDF.

Posters should be clear and easy to read. Type size should be minimum of 16pt font size for text and larger for titles. Do not reduce the text size in order to fit more information onto one poster.

Although your poster can expand on the information provided in your abstract, try to avoid overload – too much information or a cluttered appearance detracts from the overall impact. Less is more!

The simple use of colour can enhance a poster, but avoid the temptation towards using too many colours that distract from the content.

Consider the use of suitable photographs, images, tables, charts and graphs. Keep logos discrete and to a minimum.

The poster background should be plain to ensure legibility

Before sending to print do not forget to proofread the poster yourself, and ask someone else to do the same, checking also for clarity.

Be sure to check the formatting of the poster carefully once you have converted it to a .pdf file ready for emailing. Formatting can change when converting from a .ppt file or .doc file to a .pdf so it is essential you check the .pdf to ensure all colours, formatting etc is correct.

Please email your completed poster to meetings@rcpath.org