

# Poster Guidelines

XVII Brazilian Meeting on Inorganic Chemistry  
10-14 August 2014 | Araxá – Minas Gerais, Brazil

## **i** INFORMATION FOR POSTER PRESENTERS

### Poster Panel Size

The display area for each poster on the panel of the poster board is **1 m wide X 1m high**.

This area will be allocated for each poster. Please ensure that your poster does not exceed this size. **It is recommended that you leave a margin of at least 3 inches (7.5 cm) around the poster.**

When preparing your poster and considering how much of your display will be visible at eye-level, please bear in mind that panels will be mounted on stands.

### Poster Panel Allocation

A numbered panel will be allocated for each poster.

### Set-up and Session Times

There will be **two** poster sessions scheduled for the conference. Posters can remain up only for the duration of that particular session. All posters remaining after that will be taken down by the conference organisers. Authors are asked to be present at their posters during the designated sessions to discuss their work.

**You will be notified of your session and poster panel number in due course**

#### Poster Session I

**11 August 2014: 19:00-20:30**

Authors should be in attendance during the presentation times  
Posters can be put in place from 8:00-18:00 on **11 August 2014**  
Posters need to be removed by 23:30 on **11 August 2014**

#### Poster Session II

**12 August 2014: 19:30-21:00**

Authors should be in attendance during the presentation times  
Posters can be put in place from 8:00-18:30 on **12 August 2014**  
Posters need to be removed by 23:30 on **12 August 2014**

## GENERAL GUIDELINES FOR POSTER PRODUCTION

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while the author is free to supplement or discuss particular points raised in inquiry. Presentations should be kept simple and clear and a mixture of text and graphics is recommended. Remember that the viewer, not the author, as in the case of slide presentations, determines the time spent at each poster.

### Poster Layout

Materials should be mounted on coloured poster paper or board. Use matt finish rather than glossy paper.

Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving along it rather than by zigzagging back and forth in front of it. An introduction should be placed at the upper left and a conclusion at the lower right. The abstract does not need to be presented.

### Illustrations

Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

#### **Text**

Minimise narrative. Use large type in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.

#### **Titles and Fonts**

Titles and captions should be short and easy to read, in a sans serif font for preference. Use large lettering as this means a number of people can read the poster from a distance without overcrowding. Remember to caption your poster with the abstract title, authors names and affiliations.

**Headings should  
be a  
minimum of  
50 point size**

**Whereas, 25 point size  
is suitable for text**