

## Instructions for the Poster for ICNFMM 2019

Please follow guideline below for making your poster. We will provide you with the fixing pins/ tapes etc, so don't bother to carry them.

### Guidelines

**Important** : Plan, plan and plan to make your poster that connects to the audience easily & quickly

**Poster size** : The size of the poster should be 90 cm X 120cm in Portrait.

**Primary font** : Arial/ Times: Light, Regular, Medium, Bold, Black.

**Secondary font** : Garamond Regular, Semi-bold & Bold may be used in text.

### **Font Size:**

Title: 60 point; Authors: 48 pt; Sub-headings: 36pt; Body text: 30pt

### Tips:

- Avoid lots of text in your poster. Don't harp on establishing why you have undertaken this study; rather state in a couple of sentences the background that justifies your work.
- Avoid shadowed or outlined text and never use underlining.
- Italic lettering may only be used when absolutely necessary, e.g. when writing Latin or words in a language other than English.
- Do not use all capital letters anywhere, it kills readability.
- Keep text horizontal.
- Keep the use of abbreviations at minimum.
- Be absolutely finicky in spelling words correct

### Graphs & Charts:

- There are a number of applications that can be used for generating graphs and from which the graphs can be copied to be pasted.
- For most purposes it is safest to use Excel which can be copied and pasted into many applications.
- Check when the image is imported that it enlarges on screen correctly and the text looks correct.
- TIFF and JPG files give the best results.
- Use 3D effects as less as possible, in most circumstances greater clarity is achieved using 2D.
- Spell out unambiguous definitions of 'X' & 'Y' axes.
- A graph without statistical interpretation of data is misleading

### Tables:

Create tables in PowerPoint using the table tool or use multiple text boxes for the different elements of the table, align them using the appropriate tool and add lines.

### Images:

- For most purposes an image should be scanned at 300-400dpi (based on being used 1:1 size within the poster). Scan carefully and crop accurately. Final image resolution should not drop below 200dpi to avoid loss of quality.
- Take care not to distort the image when resizing, must put a scale bar for easy understanding on the level of magnification

### Colour of the poster:

- Keep backgrounds light, white is often a good option.
- It is best not to use graduations.
- Never use an image as a background design; whatever passionate you might be or creative they are.
- Semi-transparencies do not work well for printing. Keep colors at 100%.