



Society of Environmental Toxicology and Chemistry **Europe**

## ***Annual Meeting Poster Presentations***

### **GENERAL RULES**

- You **MUST** be registered for the meeting in order to make a presentation.
- An invitation to present a paper does **NOT** mean that SETAC Europe will provide financial support.
- Please contact the SETAC Europe office at [barbara.koelman@setac.org](mailto:barbara.koelman@setac.org) if you have questions about your presentation.

### **POSTER LAY OUT**

- Poster orientation should be **portrait**, NOT landscape.
- Poster size should be **A0** (841 mm x 1189 mm).
- The title should be ideally in ALL CAPITAL LETTERS, 72 pt. font. Author and affiliation should be in 42 pt. font
- Proposed sections to be included:
  - Introduction
  - Materials & Methods
  - Results & Discussions
  - Conclusions
- Minimum font size for all text: 18 pt.
- Text and Graphics must be readable from 2 meters (6 feet).
- Use bullets and keep text to a minimum.
- Use simple backgrounds; do not distract from the message.
- Excessive use of organisation logos / advertisements is not allowed.

### **POSTER DISPLAY**

- Poster boards measure 96 cm width and 256 cm height.
- You will receive your poster code early May. The 2 letters in your poster code represent the day your poster should be displayed (MO = Monday, TU = Tuesday, WE = Wednesday, TH = Thursday), the number is the number of the poster board. E.g. MO 052 should be displayed on Monday on poster board 52.
- YOU are responsible for setup and take-down of your poster during the prescribed times.

Monday - Wednesday:

08:00 - 08:25 Poster setup

10:30 - 10:55 Morning coffee break: attend poster

13:00 - 13:55 Lunch & poster session: attend poster

16:00 - 16:25 Afternoon coffee break: attend poster  
17:10 - 18:30 Poster session & social: attend poster  
18:30 - 19:00 Poster take-down

Thursday:

08:00 - 08:25 Poster setup  
10:30 - 10:55 Morning coffee break: attend poster  
13:00 - 13:55 Lunch & poster session: attend poster  
13:55 - 15:45 Poster take-down

- All posters will be located in the poster and exhibition area (Pavilion 2).
- Your poster must remain displayed for the entire day.
- Provide an envelope where people can leave their business cards for requests for more information. If possible, also provide hand-outs of your poster and your own business card.
- Be at your poster during the breaks and during the poster session / social.
- Leave a note listing other times you will be at your poster.

**If you cannot attend the meeting or must withdraw your poster presentation, you must contact the SETAC Europe office immediately by sending an e-mail to [barbara.koelman@setac.org](mailto:barbara.koelman@setac.org).**

You may not be allowed to present at the next meeting if you cancel without reason or are a no-show.

## **SETAC Europe**

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