



# Guidelines for the ATTRACT TWD Poster Session Presentation

Poster Session will be held on Thursday, June 30 between 19:00 and 21:00, where all participants are invited to be present. The poster session area will be open at all times, however, starting as of 08:00 on June 30.

As the posters will be distributed in a random fashion in the available space, it is recommended to find your assigned poster location well in advance and arrange your materials around the poster board.

## Board and Poster Size

The poster board is self-standing, 198 cm high and 100 cm wide, and double-sided. One board will host four posters, therefore up to four presenters. Each presenter is allotted a poster board space of ca. 138 cm x 47,5 cm. The poster size is 42 cm high x 29.7 cm wide (A3). A template poster is provided. The posters are mounted using push-pins or magnetic buttons.

## Here are some guidelines for poster preparation:

1. Please download the attached poster template for poster preparation.
2. The title of your paper should appear at the top of your poster in with lettering of at least font size 28. Below the title, place the authors' names and affiliations.
3. Please provide an Introduction, Idea/Concept description and an Impact summary or conclusion presented on your board. Feel free to use bullet lists, charts, figures, tables, equations, and photographs as applicable to highlight the key messages of your submitted abstract. Font size for Headers is 17, for the text 14.
4. The use of colour graphics, and headline style phrases in bullet charts will help the TWD participants to quickly grasp your key idea(s) your intended message.
5. We suggest to sequentially number the flow of material in your poster, or to use arrows to indicate the flow of material. This will offer the viewer a logical progression through your presentation.
6. Please send your poster in **PDF format** to [laura.castellucci@esade.edu](mailto:laura.castellucci@esade.edu) before June 20, 2016 to ensure it will get mounted in the poster area in time for the Symposium. As we need to hire the poster boards, there is no guarantee that boards will be available for late poster submissions.
7. Although a summary abstract of all contributions will be provided, we suggest you have at hand paper copies of your submission to the Symposium participants to take with them. Bring along business cards for future correspondence.

For further information, please contact [markus.nordberg@cern.ch](mailto:markus.nordberg@cern.ch).  
We are looking forward to your contribution for a successful Poster Session!