

## Guidelines poster presentations

### Posters

Poster panels are suitable for A0 size posters (1189 mm X 841mm).

Please use the following guidelines regarding layout:

Reserve 10 cm at the top for title (Arial 40 or an equivalent font and size), authors, affiliations, etc.

Add a picture of the presenter of the poster for easy recognition of the presenting author.

Use Arial 24 (or equivalent font and size) for text in text blocks with a max. width of 20 cm.

Line space 1.5.

Poster presenters are requested to hand in their posters according to the poster schedule to ensure that posters are mounted by the first coffee break.

### Poster Pitches

Due to the large number of presentations the symposium has to run to a tight schedule. Therefore the chairpersons of the poster sessions are instructed to maintain a strict time schedule.

Each poster presenter will give a short 5 minute oral presentation of his or her poster. We ask the poster presenters to make their poster pitch (max. 4 slides) in Microsoft PowerPoint in 16:9 size.

Because all the poster pitch PowerPoint slides have to be combined into one PowerPoint file to prevent delays in the programme, it is imperative we receive the PowerPoint files at least one week before the start of the conference. Please send your slides to our conference e-mail address [Metalsoaps2016@rijksmuseum.nl](mailto:Metalsoaps2016@rijksmuseum.nl) before 7 March 2016 using:

- WeTransfer (<https://www.wetransfer.com>) – *recommended, very easy and no registration,*  
or
- Dropbox – *if you have a Dropbox account, you can share a link of your presentation with us*

If for any reason, it is not possible for you to send us the slides by this date, please contact us. During the break before each poster pitch session, presenters can check if their presentation works correctly on the screen.

Handouts in the form of A4 copies of the poster are often appreciated by attendees.