

International Conference “Nanban. Far East. Close Art” 4–5 October 2019

Museum of King Jan III's Palace at Wilanów, Warsaw, Poland

Poster Session Guidelines

Below are the guidelines for presenting your poster. If you have questions regarding any of these guidelines, please contact the conference curator Anna Guzowska
email: aguzowska@museum-wilanow.pl

Presenting your poster

The posters will be displayed in the Villa Intrata building from the opening of the conference on Friday, October 4.

Poster presenters are expected to stand by their posters for the Poster Session from 9.30 am to 11.00 am on Saturday, October 5.

Poster Preparation Guidelines

Poster Language: English

Poster Format

Dimensions: The posters are B1 (728 x 1030 mm) to A0 (841 x 1189 mm) size.

Poster Content

The text should include the following elements:

1. A title panel (or a banner headline), including the project title, the names of all authors, and institutional affiliations (if applicable).
2. Introduction: A short summary, which describes the scope of your topic, and why it is important.
3. Body: The information that you are presenting.
4. Conclusion: Recommendations for further study or action, a prediction or warning, etc.

Poster Design Suggestions

Posters are a visual medium. The poster should not be simply a written text report.

1. Make effective use of space by presenting the information that best illustrates the message you wish to send. Charts, graphs and other images are useful ways to present information.
2. Use photographs. Pictures of a process or a series of steps in a technique, or a number of examples of finished products are useful. Avoid using too many photos. Use contrasting and primary colors to convey information in charts and diagrams.
3. Keep fonts simple. Use no more than two fonts. The best fonts are sans serifs (e.g. Arial, Helvetica, Tahoma, etc). Traditional serif fonts like Times or Palatino are OK, but you might need to use a larger size in order to make the text readable. The title should be more than 72pt, and the body text should be at least 18pt to 24pt.

Do not use all capital letters. They are difficult to read. Bold type, underlining, or italics will emphasize text where needed.