



Society of Environmental Toxicology and Chemistry **Europe**

## ***Annual Meeting Poster Corner 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 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
- 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 1 m width and 2 m height (active: 95 cm x 195 cm).
- The first 2 letters in your poster code represent the day your poster should be displayed (MO = Monday, TU = Tuesday, WE = Wednesday, TH = Thursday), the second part is the number of the poster board. E.g. MOPC1-1 should be displayed on Monday on poster board PC1-1.
- YOU are responsible for setup and take-down of your poster during the prescribed times.

Monday - Wednesday:

08:00 - 08:30 Poster setup

10:15 - 10:45 Morning coffee break: attend poster

12:30 - 14:00 Lunch & poster session: attend poster

15:45 - 16:15 Afternoon coffee break: attend poster

17:00 - 18:30 Poster session & social: attend poster

18:30 - 19:00 Poster take-down

Thursday:

08:00 - 08:30 Poster setup

10:15 - 10:45 Morning coffee break: attend poster

10:45 - 11:45 Poster session: attend poster

11:45 - 12:30 Poster take-down

- 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.

## POSTER CORNER DISCUSSION

Posters scheduled for a POSTER CORNER discussion are grouped and shown in **hall G** on level 2 of the conference center. Your poster must remain on this location for the entire day. Posters displayed in a Poster Corner will be discussed jointly in a discussion led by the session chair. Poster corner discussions are scheduled during the poster session after the keynote speaker on Monday, Tuesday and Wednesday and before the closing session on Thursday.

Monday - Wednesday:

17:15 - 17:45 PC1

17:50 - 18:20 PC2

Thursday:

10:30 - 11:00 PC1

11:05 - 11:35 PC2

At the time your POSTER CORNER DISCUSSION is scheduled, you **MUST** be present at your poster. The session chair will give a short introduction to the shared topic of the posters displayed in the Poster Corner at the start of the Poster Corner Discussion. Following this introduction the session chair facilitates the discussion between the poster presenters and the audience.

Authors should be prepared to answer questions from the audience. Please make sure that the figures and text on your poster are sufficiently large. The audience is at 3 to 4 m from your poster. If you refer in your answer to figures or tables these must be large enough to be seen from that distance.

**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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