

## Poster Instructions

Thank you very much for agreeing to display your work on a poster at the EuPFI conference. We look forward to your contribution!

### Important Notice for Authors: Poster Submission Deadlines

**All authors are required to submit their final posters by 1 September.**

However, if you receive major comments on your submission, an **earlier deadline of 30 July applies**. This allows reviewers time to assess whether your poster adequately addresses the requested revisions.

Please note: Posters that do not respond to the comments provided will not be accepted for presentation at the conference.

Detailed instructions will be included in the notification email sent to authors. Make sure to review your deadline carefully and plan accordingly.

### Poster exhibit times:

**Set up - Wednesday, September 17<sup>th</sup>; 8:30 – 9:00 a.m.** The poster exhibit area will be near the conference hall. **Appropriate poster fixing material will be provided.**

**Exhibit times:** All eligible posters will be on display throughout the event and lead authors will be required to be present to answer questions about their posters during break times. Refer to the conference program for break times when you can expect the most traffic.

**Take down (Thursday, September 18<sup>th</sup>; 2:50 – 4:00 pm)** Please ensure your poster is removed by 4 p.m. on Thursday. We are not responsible for any posters remaining after the conference.

**Outlined below are the instructions to you to ensure your set up goes smoothly.**

***Your poster can be no larger than A0 size portrait format. The poster panel size is 0.8 x 2.0m***

### Arrival and Registration

- Please bring your poster with you on Wednesday.
- Register at the venue to receive your registration packet.
- Please note that we will provide **your 'poster board number'** with abstract acceptance notification email

If you have missed or lost the mail, please send e-mail to [admin@eupfi.co.uk](mailto:admin@eupfi.co.uk) with the abstract title to retrieve the number.

**Note:** You may wish to bring photocopies of your poster or business cards to encourage participants to communicate with you about your research.

If you have any questions about the poster exhibit, please contact [admin@eupfi.co.uk](mailto:admin@eupfi.co.uk)

## Guidance for Poster Preparation

Always take care when producing large scale documents. Mistakes can be costly and minor faults will show up dramatically.

Be careful when putting logos or images onto your poster. Normally small images that are increased in size to appear on a poster will degrade in quality. You should make sure that you start with a scalable bitmapped version of the image. JPG and GIF formats (which are common on the web) are not generally suitable nor are bitmapped images produced from them.

Backgrounds should be inserted through 'insert picture' then 'sent to back' and resized, rather than placed as a 'background' where it can print a little bitmapped sometimes.

For alignment purposes it is best to keep the number of text boxes to a minimum, the less text boxes there are to line up, the easier it will be.

Do not use dark backgrounds; often it makes text on them hard to see (unless you increase the font size and make it Bold) as well as making the poster take longer to dry. Black backgrounds should never be used - the paper becomes saturated.

Try to avoid using too many different fonts and font colours. Avoid red text on a blue background. Ensure that the text is big enough to read, it should never go below 8pt and this is only for subtext. Sometimes adding a shadow can make text stand out better when against conflicting background colours.

## POSTER SUBMISSION FOR PUBLICATION ON EuPFI WEBSITE

EuPFI would like to request the authors to submit the PDF file of their posters for publishing on EuPFI website and inclusion in conference packs/USB sticks for attendees (unless you don't want it to be published).

### POSTER PDF Submission:

The electronic copy of poster must be submitted prior to the conference **by 1<sup>st</sup> September 2025** to [admin@eupfi.co.uk](mailto:admin@eupfi.co.uk)

**Look forward to seeing you at EuPFI 2025, Bordeaux, 16-18<sup>th</sup> September 2025**