

# ASIAN FISHERIES & AQUACULTURE FORUM

## INSTRUCTIONS TO POSTER PRESENTERS

**Your Poster ID**  
(Please quote this  
ID always)

Dated.....

Dear Participant,

Greetings from ..... Asian Fisheries and Aquaculture Forum ..... (Please visit [www. ....](http://www. ....) for updates).

We thank you for your interest in the ( )AFAF and for contributing a paper for presentation. We acknowledge the receipt of your Abstract and its acceptance for presentation. The details are given below.

Title of Paper:

Accepted for presentation in:

POSTER SESSION:

DATE & TIMING:

YOUR POSTER SHOULD BE DISPLAYED BEFORE 12 noon.....

CONGRATULATIONS for getting your paper selected for the POSTER Session. Your poster has the unique advantage of getting the attention of all participants.

Please read the instructions below:

1. English is the official language of the Forum and all posters and discussions will be in English only.
2. Your paper has been listed for presentation in the above POSTER SESSION and the posting is final. No further change is possible.
3. The size of the Poster should be 80 cm high x 112 cm **wide** (32 inches x 45 inches)
4. Please email to: ..... and RECONFIRM your poster presentation and OBTAIN the PANEL ALLOCATION NUMBER. Without a reconfirmation and a valid Panel Allocation Number, you will NOT be able to display your poster. The last date for reconfirmation is .....

I look forward to meeting you .

Best regards,

Yours sincerely,

**Convener**

## Tips for good posters

1. Please take utmost care to prepare an attractive poster. Never present an old poster again.
2. The best way to prepare an excellent poster is to use resources available in the web and add on your text and photos. Microsoft has Research Poster Templates at their website [www.microsoft.com](http://www.microsoft.com). You can also search through Google. Genuine Microsoft product users can download the free template from Microsoft Office Online site or from other poster sites such as [PhDposters.com](http://PhDposters.com). Any PowerPoint slide will also serve the purpose.
3. It is easy to prepare good posters using MS PowerPoint. The title of the poster should appear at the TOP in large letters (*e.g.* font size 60). Below the title you may wish to put the author name(s) and affiliation(s). Use smaller (24 pt) fonts.
4. Try to use an easy-to-read font and keep the font size of 20 to 24. Text below 18 point will not be readable from a distance of 1.5 m.
5. Do not use all capital letters. Instead use Bold print. Make important statements stand out using distinct fonts/colours.
6. Never add your Abstract to your poster. Limit the text in posters to not more than 800 words.
7. The flow of your poster should be from top left to bottom right.
8. Use complimenting colour schemes, text boxes, screens, shadows etc. to make your poster stand out.
9. There are many softwares which are useful in making excellent posters. For example, Coral DRAW, Quark XPress, InDesign, LaTeX, Pagemaker, Illustrator, Freehand, Omnigraffle etc.
10. Please keep in mind word count, prose style, idea flow, figure clarity, font size, spelling, white space, colour match, logos, borders etc.
11. For good readability, use black or dark coloured text printed over a white or pastel background. Pictures should be between 150 dpi and 300 dpi. Do not embed word documents or Excel charts and tables or Visio drawings into your PowerPoint. Instead, convert them to images (JPEGs, TIFFs, EPs, etc.) before adding them to your slide. Word text can be pasted in text boxes, Excel charts can be printed to PDF, or copied and pasted to Photoshop, Visio drawings can be saved using File/save as options, ChemDraw files should be saved as TIFFs.
12. Use pictures, diagrams, cartoons, figures etc. rather than text wherever possible. Use of colour in your graphics will enhance your poster.
13. Leave enough white spaces to make your poster attractive.
14. Once your poster is ready in your PC, convert the PowerPoint slide to PDF file. Get this blown up and printed on poster paper or Flux for easy transport and fixing. Print always from a PDF file, not directly from the PowerPoint slide. Please note that the maximum poster size is 80 cm x 112 cm (32 inches x 45 inches)
15. Make sure you upload your poster at the allocated panel well before the deadline. Also, be available by your poster for discussions with viewers during the Poster Session. Do not forget to remove your poster after the end of the Poster Session.

**BEST WISHES FOR A GREAT POSTER**