

Poster Guidelines

Poster Size

Your poster should be designed to fit **A0 Portrait**. If your poster exceeds this size it will not fit the poster boards available. Alternatively your poster can be **A1 landscape**.

Poster fixing

Posters should only be fixed to the poster board using Velcro. There will be Velcro available on the day of the event. Blu Tac and pins **should not** be used on the posterboards.

Poster Format

Please use clear and simple language. Using a balance of tables, graphs, text and images make it is easier to follow. An introduction should be placed at the upper left and a conclusion at the lower right. The abstract does not need to be presented.

Poster Printing

Should you require printing of your poster, please print this via the Print shop. Please see top tips below:

- The easiest way to take the files to the Print shop in is on a USB stick or hard drive.
- Sometimes you may find the text, pictures or graphs move and can change the structure of your work when the print shop open them on their computers. For this reason, we recommend you save your files as the original and a PDF file.
- Please ensure this is printed a minimum of 1 week prior to avoid any last minute preparations.

Address: NTU City Print Shop, Room 008 Chaucer, Burton Street, Nottingham NG1 4BU

Telephone: +44 (0)115 848 2545

Email: ITS.PrintServicesCity@ntu.ac.uk

Opening hours: Monday – Thursday 8.30 am – 4.50 pm, Friday 8.30 am – 4.20 pm

