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Tribhuvan University
Institute of Medicine
Central Department of Public Health
Maharajgunj, Kathmandu, Nepal

Guidelines for Making Posters

Poster Sessions

Poster presentations are organized into thematic sessions, each in a designated area.

Location: Central Department of Public Health, Kirtipur, Nepal

Date: 10th Bhadra, 2081 (26th August, 2024)

Display Time

Posters should be put up as early as possible and taken down as late as possible to maximize viewing opportunities. Authors must be present at their posters during designated times for interaction and discussion.

Preparing a Poster

A standard poster follows the format of an oral scientific presentation, including:

- **Introduction**
- **Methods**
- **Results**
- **Conclusions**
- **Recommendations**

Keep the text concise (about 1000 words) so it can be read in less than 10 minutes. Ensure the poster is visually appealing to attract viewers.

Layout and Design

- **Follow Instructions:** Read and adhere to the guidelines provided by the committee.
- **Abstract:** Do not include the abstract on the poster.
- **Layout:** Place the title at the top, start with the Introduction at the upper left, and end with Recommendations at the lower right, with Methods and Results filling the central space. Leave 1.5 cm margin around the edges of the poster.
- **Text:** Use short sentences, simple words, and bullet points with the alignment justified. Break up text with tables or photos as appropriate. A minimal amount of text materials should supplement the graphic materials.

- **Tables and figures:** Ensure tables and figures are self-explanatory and dominate the poster. Tables and figures should have a complete title and legend. Academic tables should be made for the poster.
- **Avoid Jargon:** Use clear language and avoid acronyms or unusual abbreviations.
- **Font:** Use Arial font that is readable from about 2 meters. The text should be readable if the poster is printed on an A4 sheet (e.g., Arial >24 points).
- **Title:** Use large fonts (e.g., Arial >80 points) to attract viewers. Minimize the size of logos and affiliations, placing them in the lower corner or next to the title.

Content

- **Introduction:** Briefly introduce the issue or question with minimal background information. State the study objectives.
- **Methods:** Concisely describe the study design, population, and methods used.
- **Results:** Present key findings with supporting charts or images, using minimal text.
- **Conclusions and Recommendations:** Highlight main results, discuss their significance and potential biases, and provide recommendations.
- **Acknowledgments/Further Information:** Acknowledge contributions and funding sources, and provide contact information.

Making the Poster

- **Time Management:** Allocate at least one week for preparing the poster.
- **Software:** Use presentation software like PowerPoint. Format the slide to the desired poster size (e.g., 90x130 cm) by using the menu design -> slide size in the Microsoft Powerpoint.
- **Proofing:** Print a small (A4) version to check layout, colors, font size, and spelling before printing the final large version.
- **Handouts:** Consider making handouts of the poster for distribution during the session.
- **Materials:** Bring necessary materials for attaching the poster to the board, such as pins or thumbtacks.