



Human Factors and  
Ergonomics Society  
**EUROPE CHAPTER**

## Guidelines for poster presenters at the HFES Europe Chapter Conference

### General

Each presentation should include an introduction to the topic, key points about the topic, and a summary of the results or key points. Do not try to present details at length on a poster. Your poster should be self-explanatory, which is helpful for people who view it when you are not there. You may upload a pdf of your poster to the website after the conference, the poster should be clear to the reader then too.

### Materials

Print your poster text directly on white paper. If you use coloured paper ensure that you have enough contrast between text and background to facilitate reading. Do not use heavy board or foam core as these materials may be difficult to keep in position on the poster board.

### Type size, font and graphics

Make an impact by creating a professional-looking poster with appealing graphics. Your poster will be viewed from a distance (60 – 100 cm). Use a 72 point font size for title and author, 48 point for headlines and no less than 36 point for the text body. Chose a font without unnecessary ornamentation (such as Arial or Helvetica). Charts, drawings and illustrations should be simple and heavily drawn. Omit unnecessary detail. When you have prepared your poster material have a colleague give advice.

### Dimensions

The space available for your poster is A0: 0.84 metre wide by 1.19 metre high (or smaller!). Portrait, not landscape. Hopefully not necessary to state: do not build up your poster out of a series of A4 prints.

**Note: High-contrast, large, clear text with appropriate graphics will draw attendees to your poster.** Small type, excessive text, and poor contrast or overuse of colour will cause attendees to keep walking!

### Talking Poster Session

As Poster presenter you will be able to draw attention to your poster in a so-called Talking Poster Session. All poster presenters will have 20 seconds speaking time to promote interest in their poster. From the website (<http://www.hfes-europe.org/annual-meeting/>) you can download the file "talkYOURNAME20xx.pptx", which is a timed PowerPoint slide, timed for 20 seconds exactly. You can put anything (as long as it is not offensive) in it to draw people to your poster in the poster session that follows the talking Poster Session. But note, the slide is timed, when your time is up the next presenter is allowed to push you off the floor! If you wish to make use of the talking poster session please email an adapted PowerPoint

slide (with only one slide, do not add slides!) with your name substituted for YOURNAME to [d.de.waard@hfes-europe.org](mailto:d.de.waard@hfes-europe.org) before the deadline indicated in the confirmation email. But please leave the count-back intact and check whether display time remains 20s (we will check also)!

### Best Poster Prize

A best poster prize is awarded to... the best poster! A knowledgeable committee will evaluate all posters, rate the posters, and the explanation given by the presenter. The presentation at the talking poster presentation is also part of the evaluation, so if you wish to make a chance do not miss the opportunity to promote the poster in the available 20 seconds. The best poster prize is a memento, € 100 in cash, and you may submit a manuscript for the conference proceedings (you will be allowed some extra time for this).