

## **Chemical Catalyst 2025 | SRH Berlin University of Applied Science**

### **Guidance for Poster Presentations**

If you are presenting at the conference as poster presenter, please take a few minutes to read the below to ensure you understand what is required of you and that you get the very best out of your time. To help you prepare and ensure everything goes smoothly on your day, we've put together the following tips. Let us know if you have any questions.

Posters form an important part of the conference programme and time has been allotted in the programme for delegates to view.

- Your poster will be displayed for one full day of the conference and included in a poster tour.
- You are required to stand by your poster during the poster tour that includes your poster as participants will want to network and engage with you.
- A poster display board will be available at the conference. You have been allocated a poster number in the programme, which will be shown on your poster display board.
- Please bring enough Velcro (hook) to attach your poster to the board.
- You are responsible for displaying your poster and taking it down at the end of the day. Any posters remaining will be removed by the events team.
- If you would like to display leaflets, notices etc. on your board you are free to do so but we ask that all information is attached and confined to your poster area only. We recommend using a QR code to signpost to further information

#### **Poster Dimensions**

The preferred poster size is:

**AO**

**32.7 x 45.4 inches**

**83.0 x 115.4 cm**

Please ensure your poster does not exceed the poster board dimensions; 1m wide x 2m high.

The poster board accommodates **portrait** format only.

Poster Prizes will be awarded during the conference.

#### **Poster Tips**

- Posters should be as visually stimulating as possible. You may wish to use different colours to emphasize or to differentiate information.
- Think about the message you are trying to convey and how it can be presented.
- Try to include illustrative examples where possible.
- Don't overwhelm people with too much information; ensure all the information is relevant to the subject and doesn't take too long to read
- Ensure all diagrams and pictures are labelled

## **Frequently Asked Questions**

### **1. How long will my poster be displayed for?**

Posters will be displayed for one full day of the conference. You are responsible for putting up and taking down your poster.

### **2. Am I required to stay by my poster at all times?**

You are asked to be beside your poster during some of the viewing times and during the poster tour your poster has been allocated to, to enable delegates to engage with you and for questions. Feel free to add any contact details to your poster if you are happy for delegates to contact you during or after the event.

### **3. Does my poster have to meet the above dimensions/is there a minimum poster size?**

Posters should be at least A2 portrait although we strongly urge you to make it as visible as possible. It does not need to fit the exact dimensions of the poster display board, but it must NOT exceed the maximum size.

### **4. Can my poster contain photographs?**

Yes, although you will be required to obtain permission to use from the owner of the photograph(s) (if it is not yourself) and any people featuring in the photograph.

### **5. How many images should I have on my poster?**

The content of your poster is at your discretion although we advise you to make your poster as visually stimulating as possible.

### **6. What happens to my poster after the conference?**

You are responsible for removing your poster at the end of the conference. Posters not collected by the end of the conference will not be kept so please ensure to either take it down or collect it before you leave.

### **7. What material should my poster be/ does my poster have to be printed?**

There are no rules regarding poster materials. You may wish to construct your poster yourself or have it professionally printed in which case please remember to leave sufficient time to have this done.

### **8. What language should the poster be presented in?**

Your poster must be in English.

### **9. Can my poster be landscape?**

We strongly recommend your poster is in portrait layout to make as much use of your allocated space as possible. If for any reason you feel landscape would be more suitable for your poster, it must be within the maximum dimensions of the poster board, see page 1.

### **10. Will information on my poster appear in the conference Program and Book of Abstracts?**

Yes, the lead presenter and poster details will be listed on the programme and Book of Abstracts. All presenters including co-presenters will feature in the book of abstracts available online to download prior to the conference.

Please submit your E-Poster before Saturday 1 March 2025. The submission form will be available after Wednesday 1 January 2025 in the official website <https://catalyst-srh.com/>