

University of Edinburgh Learning and Teaching Conference

Poster Guidance Notes

Poster format:

- Posters should be in A0 size (841mm wide x 1189mm high) in portrait format (long dimension is vertical)
- The University of Edinburgh logo should be included in line with the guidance available here: <https://www.ed.ac.uk/files/atoms/files/university-of-edinburgh-logo-guide.pdf>
- Your poster title, name, and email address should be positioned at the top of the poster. It should be clear to delegates who they can contact for further information.
- Posters should acknowledge and/or name all people who have contributed to the work.
- Please make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individual panels or connecting them with arrows may assist readers.
- Ensure you use a font size large enough to be read from a distance of 2.5 metres away from the poster.

Poster printing:

- A poster printing service is available through University Printing Services: <https://www.ed.ac.uk/printing>.
- There are also self-service facilities available at the uCreate studios: <https://www.ed.ac.uk/information-services/help-consultancy/ucreate/facilities/printing>

Further guidance:

- Designing an academic poster on the University of Edinburgh wiki: <https://www.wiki.ed.ac.uk/pages/viewpage.action?spaceKey=HowTowiki&title=Designing+an+academic+poster>

On the day of the conference:

Poster boards will be available for you to put up your poster from the start of registration on the day of the conference. Posters should be collected at the end of the conference.

The Conference Organising team will be in touch before the Conference to ask if you would like to 'pitch' your poster to the rest of the delegates after the morning keynote talk. You will be invited on stage, and will have 30 seconds to explain what your poster is about and why delegates should come and talk to you at the dedicated poster sessions during the breaks. You will be able to show one slide that gives a brief outline of the poster to accompany your pitch. This is intended as a fun and engaging addition for the poster sessions, to encourage more interaction between the delegates and the poster presenters and their work.

Delegates often prefer to speak with poster presenters. If for any reason it is not possible for you to be available during breaks to speak with delegates who wish to ask questions, please include main author contact details on your poster so people can contact you after the conference.