Poster Instructions

Congratulations on having your abstract accepted as a poster at the 5th International Faecal Sludge Management (FSM5) & AfricaSan 5 Joint Conference, 19–21 February 2019, in Cape Town, South Africa.

Below you will find instructions for preparing and displaying your poster.

POSTER CONTENT

Your poster should include the following sections:

- **Title:** Please use the title that you used in your abstract, which will be listed in the FSM5 Proceedings.

- **Presenting author and co-authors', names** including the authors' affiliations, and/or the name of the institution where the work was carried out.

- **Authors' photos:** please place a photo of yourself and your partners in the top right-hand corner of the poster to make it easier for delegates to identify you and discuss your poster content. Photos are highly recommended but optional.

- **Brief summary:** limit yourself to 3–5 key messages you want delegates to remember about your work — present these as dot points, near the top of your poster.

- **Need for the project:** provide a brief description of the problem or challenge your project aims to address, including who is or was the intended beneficiaries of the work.

- **Project approach or method:** if relevant, do include a brief summary of the main steps taken

- **Include graphics, photos and diagrams:** these will assist with communicating this information.

- **Outcomes:** what were the main findings or outcomes from the project/work for the intended beneficiaries?

- **Lessons learned:** summarize (using dot points if possible) the key lessons gained from the project, for you, your organization and others in the sector, especially practical lessons for other conference delegates (including from other countries)

The poster will be viewed by delegates from many countries, and so your poster content should target an international audience; using the above headings will ensure you provide information that is of interest to other delegates. Note that the poster sessions will be open to all meeting participants, as well as to limited media presence and other visitors, so please carefully consider what information you'd like to include on your poster.

POSTER SPECIFICATIONS

The posters will be displayed on A1 paper form only. The only posters which can be accepted (due to the limitations of display space) are **on paper or thin card, portrait orientation, in A1 poster size — 841mm high by 594mm wide**. Different sizes cannot be accommodated. The conference organizers will assign and communicate poster locations. It will be the poster owner's responsibility to find their poster location and hang it. Materials to hang your poster will be provided at each location.

PRINTING YOUR POSTER

You will need to bring the poster with you in a secure roll. **No printing of posters will be available on-site.**

PROPS

Props are highly discouraged. Please note that the poster area will not have space for props and no tables will be provided.

CONFERENCE REGISTRATION

All poster authors must register to attend at least one day of FSM5 and must have paid their registration fees in full by **1 February 2019**. Full conference registration and Day Delegate registration may be completed at our **Registration Site**. Conference registration, travel and accommodation is for your own expense, unless someone is sponsoring you.

Please note that by registering for this event you consent to being photographed and/or videotaped by the FSM5 & AfricaSan5 partners on the premises, prior to, during, and immediately after the event. You also agree that the FSM5 & AfricaSan5 partners may use, publish and display any such photographs or video/audio recordings (the "materials") alone, or in combination with other content, in any media, for the FSM5 & AfricaSan5 meeting and charitable purposes, and may allow others to use the materials in order to further its goals and mission, without additional permissions or payments to you.

POSTER PRESENTATION — SHARING YOUR POSTER

Poster Presenters may check in at registration on Monday, 18 February, after 10h00.

When you arrive for the meeting, you will receive your poster placement assignment along with your registration materials at the registration desk at the Cape Town International Convention Centre. Posters will be presented alphabetically.

Once checked in, please bring your poster to the Ballroom to find your poster board assignment. All posters should be in place no later than 16h00 on Monday, 18 February. You can find your poster number in the poster directory and mount your poster using the provided pins on the appropriately numbered board.

There will be dedicated poster viewing sessions each day during the conference immediately following lunch. Conference delegates will be given the opportunity to peruse the posters and interact with poster authors. We ask that presenting authors be stationed at their poster during this time; this is an excellent opportunity for you to share your work with other delegates.

You may remove your poster any time after 14h30 on Thursday, 21 February 2019; posters not removed by 18h30 on Thursday, 21 February 2019 will be discarded.

Posters will also be uploaded to the conference website. Please submit a PDF version of your poster if you would like to share it to: **FSM5@susana.org**

CONTACT DETAILS

If you need any further clarification or have any questions, please contact Andrew Walker at **andrew@3-ls.com**.

KEY DEADLINES

Key Requirements	Submission Method	Required By
Compulsory Conference Registration (Early bird registration closes 31 Jan 2019)	Online at our **Registration Site**	1 Feb 2019
Electronic version of your poster	Online at **FSM5@susana.org**	15 Feb 2019
Find your poster location and affix your poster to board	In person at Cape Town International Convention Centre Ballroom	18 Feb 2019 by 16h00

SOME TIPS FOR PLANNING AND DEVELOPING YOUR POSTER

- **Initial sketch:** Plan your poster early and focus your attention on a few key points. Try various styles of data presentation to achieve clarity and simplicity. Does colour help? What needs to be expressed in words? What information does the audience need to know?

- **Rough layout:** Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. Develop rough graphs and tables — this will give you an idea of proportions and balance.

- **Final layout:** The artwork is complete. The text and tables are typed but not necessarily enlarged to full size. Now ask someone who is not involved with developing it — is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is its logical to read?

- **Balance:** The photos, pictures, figures and tables ought to cover slightly more than 50% of the poster area. If you have only have a few illustrations, make them large; do not omit text, but keep it brief. The poster should be understandable without oral explanation.

- **Typography:** Avoid abbreviations, acronyms and jargon and local currency format (include USD or euro in brackets so everyone can understand the cost). Use a consistent font throughout and preferably a large sans serif type, for example Calibri or Arial.

- **Movement:** The movement (pathway) of the eye over poster ought to be natural (down columns and along rows). Size and colour attracts attention. Arrows, hands, numbers and symbols can clarify sequence.

- **Simplicity:** Do not overload the poster. More material may mean less communication, and people may not read bother to read it all. Ask yourself, what do I want the viewer to remember? Pretest it with your colleagues.

The poster should be self-explanatory, so that you are free to supplement and discuss particular points raised by viewers. Remember that your material/illustrations will be viewed from distances of at least one metre or more.

You may also want to review this *Nature* **article** on designing stand-out posters.