

Poster Preparation Guidelines – LCA FOOD 2014

Posters are required to be at the Hotel Nikko by 6 pm on **Tuesday October 7 2014** and should be given to the volunteer at the conference registration desk. Posters will be put up during the night as they are being mounted onto the corridor walls. **All posters must be mounted on foam backing.** We have arranged a deal with the hotel printer to print and mount for \$7.00 per square foot (total for the required size poster (3 feet x 4 feet) is \$84.00. If you have any specific instructions regarding your display please contact Kelly Griffiths (Kelly@lcacenter.org) by email prior to your arrival at the conference.

The poster venue will be at the Hotel Nikko in the corridor (where the coffee and tea breaks will also take place): this should ensure the maximum exposure. You are encouraged to bring handouts so that interested delegates have something to refer back to. These can be left at the registration desk. Posters will be available for collection from the registration desk on Friday afternoon.

We do very much hope that you will enjoy the experience and look forward to seeing you and your poster at the conference

In preparing your poster, please note **Poster MUST be 3 feet by 4 feet Size PORTRAIT:** height 4 feet, width 3 feet.

Suggestions for poster style:

- **Title** should be in bold. Author's affiliations and e-mail addresses should be included.
- **Text:** a poster should be easily readable from a distance of 1 – 2 metres, and 1.5 or 2 lines of spaces should be used between each line. It is advised that authors should also pay attention to the following points:
- **Headings** should be 25% larger than normal text. Bold or other colours may be used.
- **Suggested font sizes** are (for the A0 format):

Main title: 78 pt (bold, upper case)

Author: 72 pt (bold, title case)

Affiliation(s): 48 pt (normal, title case)

Email address: 36 pt (bold)

Subheading: 36 pt (bold upper case)

Body of text: 24 pt (normal)

Smaller fonts may be used in citations and acknowledgement.

- **The amount of text** should be kept to a minimum, and each block of text should include no more than a few sentences.
- **Visual impact** is important and you are encouraged to include colour images and background.

Printing your Poster at the Hotel Nikko

If you would like to use the UPS printing service located in the Hotel Nikko, please indicate that your poster is for LCA of Foods 2014. This will give you the largely discounted price of \$7 per square foot and includes printing and mounting (total for A0 Size \$84).

Please contact Jay Patel

415-837-1929 / store6431@theupsstore.com

- Please ensure you receive a confirmation email to confirm they have received your poster in time for the printing. If you do not receive a confirmation email you will need to call the store to ensure they have received your order.
- If you would like to use this service please make sure you send your poster in PDF format with the correct print margins for the **4 feet by 3 feet portrait size**. This must be a print ready PDF file. **The file must be received no later than September 25, 2014**, to ensure that it can be produced in time.