

# Guidance for Skills4Scientists Poster Symposium

## Poster Template

We have provided a poster template in the format of a .pptx file. This template is given in horizontal orientation in a slide size, rather than a traditional poster size of A1 or A0. This is because these posters will be presented virtually and will not be printed out.

Please avoid removing the design elements that are present in the footer of the poster. Your poster must include the logos of the organisers and sponsors (the sponsor logos will be added at point of submission – please leave the indicated area blank).

Key Design Considerations:

- Include contact details
- Have clear colour schemes and graphics
- Provide a clear flow through your poster
- Use font sizes appropriate for the poster size (in this case we recommend 10pt for the body text, and larger sizes for headings)

You can also view the slides / recording from our posters talk for additional guidance.

## Poster Content

Discuss your poster content with your supervisor to ensure that you are not presenting anything that is confidential. These posters will be presented on a public website.

Ensure that you include any relevant co-authors / funding statements where necessary.

## Poster Presentation

Your poster will be placed on a website during the symposium to allow attendees to view your poster.

You will be given a time slot of 5 minutes to present your presentation live to our audience via zoom. This will be followed by a short Q&A slot of 5 minutes. You will be presenting alongside your poster, please do not prepare any additional slides.

The posters will be collated together into one slide deck and screen shared by the event organisers. The poster will be shared one slide full screen, so there will be limited opportunity to zoom in during the presentation.

## Submission

Please email a .pptx version of your poster to Samantha Kanza [s.kanza@soton.ac.uk](mailto:s.kanza@soton.ac.uk) by the 25<sup>th</sup> August.

## Questions

If you have any further questions you can email us: Samantha Kanza [s.kanza@soton.ac.uk](mailto:s.kanza@soton.ac.uk) or Nicola Knight [n.knight@soton.ac.uk](mailto:n.knight@soton.ac.uk)