



LIBER 2019 Poster Guidelines

VENUE AND REGISTRATION

Posters will be displayed next to the Edmund Burke Theatre, on the lower concourse of the Arts Building. All delegates will have access to the poster displays throughout the Conference.

We ask that all those displaying posters register by 12:30 on Wednesday 26 June and have posters mounted in their allotted space prior to the opening of the Conference at 13:00. At the registration desk, *please make it known that you are a poster presenter* and you will be told where the display rooms are to be found.

A volunteer will be in the display rooms on Wednesday to assist with mounting your poster, from 12:15 to 13:00.

POSTER FORMAT

The poster should be of **A1 portrait** size (width 0.594m x height 0.841m) and professionally printed. All expenses for design and printing are the responsibility of the author(s).

Posters should **not** be mounted on rigid backing as they will be displayed on poster boards. The poster boards are made of soft cloth material. You can attach your poster using adhesive Velcro, which will be supplied at registration.

SENDING POSTERS PRIOR TO THE CONFERENCE

If you wish to send the poster to us in advance by mail, we recommend you do so at least two weeks prior to the Conference. Please ensure it is securely packaged in a standard poster tube and send it to:

Greg Sheaf

Ussher Library

Trinity College Dublin

Dublin 2

Ireland

Posters sent in advance will be available in the display rooms from 12:15 on Wednesday, to be mounted by the authors.



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POSTER PRINTING IN DUBLIN

If you wish to have your poster printed in Ireland, we recommend [Reads Print and Design](#). They are located very close to Trinity and are well used to printing academic posters; you can upload your design in advance for collection, or bring it with you on a USB drive to be printed while you wait (allow 30 minutes). An A1 poster costs €20.

ELECTRONIC VERSION (PDF)

The final version of the printed poster should be submitted as a PDF file for publishing online via the LIBER Conference website. Please email the file to greg.sheaf@tcd.ie by **13:00, Monday 17 June**.

Use the following convention when naming your PDF file: *2019 LIBER Poster Firstname Surname* – for example:

2019 LIBER Poster Jane Bloggs.pdf

If the filesize is too large to email, please contact us to make alternative arrangements.

POSTER PRESENTATION AT THE CONFERENCE (POWERPOINT)

Poster authors have the option to give a one-minute presentation on their poster – using slides, a video, or whatever captures their imagination – contained in a PowerPoint presentation. This will take place at 11:45 on Thursday 27 June in the Edmund Burke Theatre. If you are presenting at this session, please send your **PowerPoint file in 16:9 format** to greg.sheaf@tcd.ie by **13:00, Monday 17 June**. Videos should be embedded into the PowerPoint file and set to autoplay when that slide loads.

If using timings on slides or embedding a video, please ensure the total length of the PowerPoint presentation is 60 seconds or less. Please test your presentation on a Windows PC to ensure compatibility with our IT systems.

Use the following convention when naming your PowerPoint file: *2019 LIBER Poster Presentation Firstname Surname* – for example:

2019 LIBER Poster Presentation Jane Bloggs.pptx

If the filesize is too large to email, please contact us to make alternative arrangements.



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CONUL TRAINING & DEVELOPMENT BEST POSTER PRIZE

Prizes will be awarded for the best poster and for a runner up, sponsored by CONUL Training & Development. The winning posters will be voted upon by participants during the first two days of the Conference with the winners announced at the Conference Reception on Thursday evening.

POSTER TIPS

The following guidelines may be helpful when you are preparing your poster presentation:

- Full use of colour, bold and larger typefaces is encouraged and all sections of the poster should be clearly legible from a distance of 2 metres. Text size needs to be large enough to be read easily from about 1 metre away.
- Include on your poster:
 - poster title
 - presenter(s) name(s), organisation and a contact email address
 - a short summary of the project/research (1-2 sentences)
 - sub-headings and graphics to separate the main text into easily digested blocks. This might include why you undertook this work, what you did, the outcome/findings, next steps, lessons learned *etc.*
- The use of illustrative material, photographs *etc.* is recommended. Remember that the visual impact of your poster is important.
- The design should give quick impact and attract immediate interest. Simplicity is the key. It does not need to include lots of details - just the main points. Use bullets, short sentences and small blocks of text. Use graphics and images that support the text to demonstrate your findings, break up the text and make it attractive to read.
- Your broad outline should include a statement of the issue or theme, a description of methods used during the project, a presentation of results and summary of the work.
- Explanatory handouts can be useful to fill in more detail. A table in the room will be made available for these items.
- Before printing, do not forget to proofread the poster yourself, and ask someone else to do the same, checking also for clarity.