



LIBER 2022 Poster Guidelines

VENUE AND REGISTRATION

Posters will be displayed in the Coffee & Lunch area of the conference, at the southern end of the SDU Odense campus main corridor named "Gydehutzen".

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 6 July 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 your poster should be displayed.

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 mounted on your assigned poster board.

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 **four weeks** prior to the Conference. Please ensure it is securely packaged in a standard poster tube and send it to:

University Library of Southern Denmark
Att. Daniella Deutz - LIBER2022
Campusvej 55
5230 Odense M
Denmark

Posters sent in advance will be available at the registration desk and should be mounted by the authors.



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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 with the subject heading 'Poster Paper: Lead Presenter's Name' to LIBER2022@sdu.dk by **9:00, Monday 13 June**.

Use the following convention when naming your PDF file:
Poster_FirstnameSurname_LIBER_2022 using the lead presenter's name

For example: *Poster_RitaJenssen_LIBER_2022.pdf*

If the file size 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 11:40 on Thursday 7 July in the Plenary room (U45). If you are presenting at this session, please also send your **PowerPoint file in 16:9 format** to LIBER2022@sdu.dk by **9:00, Monday 13 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:
PosterPresentation_FirstnameSurname_LIBER 2022 using the lead presenter's name

For example: *PosterPresentation_RitaJenssen_LIBER2022.pptx*

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

BEST POSTER PRIZE

A best poster competition will run during the conference. Delegates will be able to vote for their favorite poster at the LIBER desk until Thursday and the poster award will be presented to the winning poster authors during the conference reception.



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POSTER PRINTING IN ODENSE

If you wish to have your poster printed in Denmark, we recommend our in-house print office: the Graphic Center at SDU. To order send an email to: grafiskcenter@sdu.dk and include the following information:

- Poster for the LIBER 2022 Annual Conference hosted by SDU library
- Your name
- Your institution
- Full institutional address
- CVR nr. (if applicable)
- EAN nr. (if applicable)

Should you choose this option, the Graphic Center asks that you include "Printed at: Graphic Center, SDU) on your poster. Note: they only print PDF files with at least 300 dpi. Emailed files must not exceed 10 MB. Printing normally takes at least 3 days.

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 what the theme is, 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.