



## The 25th EAN Conference *Silver Jubilee Celebration*

### Poster Exhibition – Guidelines

The deadline for submission of PDF of posters is **30<sup>th</sup> April 2016**. All submissions should include the same information as required for abstract submissions.

Poster presentations will be an important element of the 2016 EAN conference. Time will be allocated within the conference programme for poster presenters to showcase their work and discuss with delegates. Poster boards will be provided by the EAN and placed in a central designated poster session area. Please note we welcome contributions addressing access and widening participation worldwide. Contributions can address current or recently completed research.

#### **EAN 2016 welcomes posters in the following categories:**

- 1. Historical reflections on access to education**
- 2. 25 Years of EAN**
- 3. Impact of Successful projects in widening participation**
- 4. Retrospective look at the projects which did not work**
- 5. Access & widening participation in the community**
- 6. Access & widening participation from the student perspective**
- 7. Successful collaborations in access & widening participation**
- 8. Widening participation & Lifelong learning**
- 9. Widening participation through Universal Design**
- 10. The language of widening participation**

#### **Poster Format and Accessibility Guidelines**

- All posters should be portrait style on A0 size paper and submitted in high quality/laminated format
- Use a good colour contrast
- Ensure that the font on your posters is a sufficient size to be viewed at a reasonable distance (10 feet). Text should be a minimum of 24pt but ideally larger and titles should stand out and be clearly visible
- Use a sans-serif font such as Calibri for maximum readability and clarity
- Avoid using a number of different fonts and styles
- Avoid using italics and underlining – use bold to emphasis
- Ensure sufficient line spacing of body text – 1.5 – 2
- Use captions for all images and graphs

- Don't place text over pictures
- Ensure the image is of sufficient resolution to remain clear when printed
- Strive to use plain English
- When designing your poster ensure that it not too cluttered and there is a logical flow of ideas. It helps the viewer if you can indicate (by number, letters, arrows), a sequence that might be followed in studying your material
- Avoid using only colour to convey meaning
- When presenting the poster consider the needs of participants whose first language is not English and those who rely on a Sign Language Interpreter – speak at a reasonable pace and don't rush through your material
- Please do not write or paint on the poster boards
- The posters will be mounted on the poster boards with Velcro tabs (will be provided)

**Posters must be set up before 9am on Monday 30<sup>th</sup> May. Please prepare for the top of your Poster a label indicating:**

- The title of your paper
- The author(s)
- Affiliation