



COMMUNICATION MATTERS INTERNATIONAL AAC CONFERENCE
11-13 SEPTEMBER 2022, UNIVERSITY OF LEEDS

GUIDELINES FOR POSTERS

We plan to have one poster exhibition this year on Monday 12th and Tuesday 13th September.

If you are coming to the whole conference, please display your poster across both days. If you can only attend for one of the days, please display your poster on that day. You will be required to display your poster by 9am and then be at your display to answer questions from delegates during the morning tea/coffee break and the lunch break on the day/s your poster is displayed.

Please remove your poster at the end of the day you leave (either by 6pm on Monday or by 2pm on Tuesday). Your poster will be recycled if you leave it behind.

Please follow the guidelines below regarding posters:

- Posters are welcome on any topic addressing the needs of people who use Augmentative and Alternative Communication (AAC).
- Posters must be at least size A2 (maximum size A1) and can be portrait or landscape orientation.
- **Your name and the name of your organisation, as well as your contact details, should be clearly visible on your poster.**
- Posters can have more impact if images or diagrams are used to highlight the key points. Including a balance of text and images can make your poster stand out.
- As a guide, landscape posters should have 3 or 4 columns. A portrait poster should have 2 columns.
- When designing your poster, you may find it helpful to use text boxes for different sections. These can then be moved around and sized according to available space.
- Content should not be placed right to the edge of the poster – leave at least a 1cm border.
- Keep background colours light and choose a clear font. Using at least 72-point font size for headings and 24-point for the main body is advised.
- Laminated or non-laminated posters will be accepted – matt laminate is best as this is not as reflective.
- Your poster should be secured using **hook and loop stick dots** (e.g. Velcro).
- **A4 hand-outs** of your poster must be available for conference delegates on the day. There will be a plastic wallet provided on your poster board for this purpose.
- **Data Protection:** Be aware that posters may be photographed by delegates, so please do not use images that require consent for reproduction. We would advise only using images that are deemed free for use in the public domain. If there are photographs included in your presentation, we recommend that you obtain written permission from each individual for their explicit use on your poster/handouts.

If you have any questions, please contact admin@communicationmatters.org.uk or call us on 0113 343 1533.