**Innovative Practice in Higher Education**

**Guidelines for Poster Preparation**

Posters should be prepared in Microsoft Power­Point format as a single slide with the page set to 130 x 90 cm Landscape. The total size of the file should be less than 20 MB.

STRUCTURE:   
The following sections should appear:   
- 1st author and other authors  
- Introduction and objectives  
- Methods  
- Results and Conclusions  
- References / Bibliography

These sections should be shown in clearly differentiated blocks.  
  
LAYOUT:  
Title: Use a larger font size, 92 or greater.  
  
Institutions: The institutions the authors belong to should be stated, indicating Department, Unit and Hospital. Use normal font size, between 32 and 40.  
  
Main text: Use normal font size, approx. 36-44. You should use dark text colours on a light background, or vice versa.  
  
Section sub-headings: Eg Objectives, Methods, etc. These sub-headings should be larger than the main text, eg 64-80.

IMAGES:  
These should be embedded in the PowerPoint file and of the highest print quality possible, pixel resolution of at least 1500 x 1200 (at least 300 dpi at 12 cm wide, with depth proportional) or the highest possible screen grab.

SOUND FILES:  
These should be submitted a separate files in MP3 format. Use audio recording of sufficient quality to enable listeners to appreciate the personal qualities of your voice. A high quality microphone with a USB connection is recommended. Ensure that the recording level is not set too high as that will distort the sound. To keep file size as small as possible use mono recordings instead of stereo and set the sampling rate to a level suitable for voice recording which is lower than for music recording. Remember that the total size of all uploaded files should not exceed 20 MB.

<http://www.postersessiononline.eu/diseno_powerpoint.asp> provides further information as to how to prepare posters using PowerPoint.