

## **International Plant Breeding Symposium**

### **Guide for authors**

All authors – both invited and poster presenters – must submit 1) the title of their work at the time of registration, and 2) an abstract of not more than 250 words by **May 26, 2006**, for use in the book of abstracts. Place text in a single file (preferred format: Microsoft Word for Windows). The abstract should be written in English and contain plain text only (no pictures, graphs, tabs etc.) Given the time constraints for producing the book of abstracts (it will be printed prior to the symposium for distribution to participants on arrival), the Technical Committee will not be able to review submissions with authors: authors are solely responsible for the quality of the work. IPBS would prefer to receive your abstract along with your registration, however should you need to send it at a later stage or send an edited version please send it to [intlplantbreeding@cgiar.org](mailto:intlplantbreeding@cgiar.org) with your registration number as a reference – you will receive a registration number after payment of the registration fee. Please note that no abstracts will be accepted after May 26, 2006. The Technical and Publications Committees reserve the right to edit poster abstracts to fit the allotted space per abstract.

### **Tips for Poster Presentations (based on ASA-CSSA-SSSA )**

#### **Introduction**

A major purpose of a scientific meeting is the exchange of information. Remember that your paper must be carefully planned, clear and concise, oriented to transfer information effectively, and hold the attention of the audience.

#### **Planning**

You should focus carefully on the introduction, methods, results and discussion, summary, and references. Make a small-scale sketch of your poster on ordinary letter paper (8 1/2 by 11 inches, or 210 by 297 mm). Emphasize the points you want to stress in your poster. Think of headlines, text, charts, graphs,

illustrations, photos, etc., and incorporate these ideas into your sketch. Once you are satisfied with the initial sketch, make a rough layout. A chalk board is excellent for the rough layout since it has dimensions similar to a poster board. The useable dimensions of the poster boards are 120 by 200 cm maximum. Your poster number will be send to you and positioned on the board.

### **Organization**

Your poster starts in the upper left hand corner, from here the poster should flow from left to right and top to bottom. The title - author(s) - sponsoring institution heading for your poster must be at the top of the board. Use letters, numbers, or arrows to indicate the proper flow to the audience.

### **Simplicity**

Don't crowd too much information into the presentation; concentrate on two or three main points. Highlight trends and comparisons with simplified charts, graphs, and diagrams. Make key points in the legend of the figure or table. Use text cautiously, and make sure it is easily understood by the audience. In fact, outlines of important points often work better than text. Use abbreviations and acronyms sparingly. Avoid overwhelming your audience with too many numbers, words, and/or complicated graphs. Remember, a lot of people will read or study your poster while you are away; make certain the message is clear and simple. Choose one background color for your poster board. Use contrasting colors where appropriate in charts, graphs, and diagrams.

### **Headings**

It is best to highlight your title, heads, and subheads with colors or colored lines. It is also a good idea to have heads and subheads at least 25% larger than the text copy. All type must be easily read from a distance of 6 feet (1.8 m). Use a bold or semibold typeface for headings and labels. For the title, plan on using finished

type that is at least 1 inch high (2.5 cm). The lettering for authors' names, sponsoring institution, and address should be at least 3/4 inch high (1.9 cm).

### **Text Type**

Keep your text in short, concise, legible statements; minimize complete sentences and paragraphs. A few summary statements are encouraged. Use a word processor to prepare your text copy. Set your word processor for 1.5 lines of space between each line of type. Text in upper and lower case letters is more readable than all capitals. Lettering for subheads and figure captions should be larger than text type, but smaller than type used for the main heading. This type should also be bold or semibold in weight. Text type should be at least 1/4-inch (0.64 cm) tall and readable from a distance of 6 feet (1.8 m).