

## General points

We are looking forward to your poster presentation at cAIR10. This guide aims to help you create a successful poster. The following points are obligatory:

1. **Submit your poster as pdf on DIN-A4.** (It will be printed on DIN-A0 = 84x119 cm.)
2. **Your poster must be vertical** ("portrait orientation"), like this - not horizontal ("landscape orientation").
3. **Write in good English.** If necessary, consider asking a native speaker (or us) for help.
4. **Avoid font sizes smaller than 8** (on DIN-A4) – including in tables and graphs. (This text is size 9.)
5. **Use high-resolution photographs and logos** to permit enlargement to A0. For example, the graph opposite could not be printed – it is not sharp enough.

Apart from that, you may present your work in any way you consider appropriate. The following ideas are intended to help you to create an effective poster.



*It's a good idea to include directly relevant photos. They break up the text and makes your poster more attractive.*

## Introduction

Introduce your organisation before getting into details, e.g.:

- List your main aims, functions, activities.
- How many people work there? How many do you serve?
- Where are your offices located?
- What are your most important achievements?

## Detailed content: Some ideas

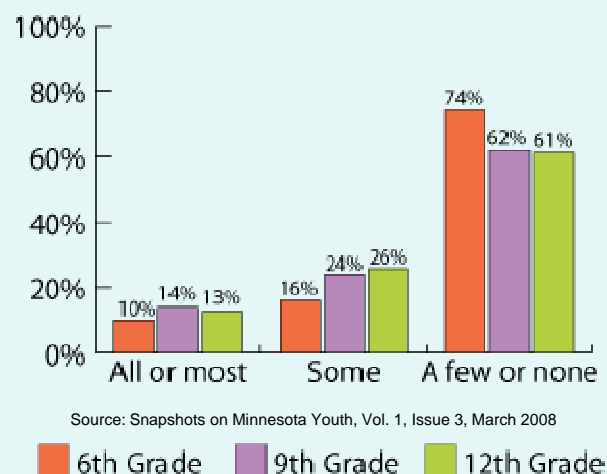
- How does your organisation promote interculturality?
- What kind of research (could) support(s) your work?
- How does/might your organisation contribute to research?
- How might your organisation develop in the future? What must happen to make this possible?

## Layout

Write mainly in point form. Limit paragraphs to three lines. Leave space between paragraphs, like this.

- Either use this layout or (better!) invent your own.
- At least change the colors! Make each poster unique.
- Consider aesthetics: Balance? Matching colors?

Degree to Which Students Make Fun of Other Races/Backgrounds



## Tables and graphs

- Include only directly relevant information .
- Delete anything that most people will not read .
- Avoid small font sizes (no smaller than 8 on DIN-A4).

## Highlight the main points

- Help people to quickly see the main points (e.g. make a big contrast between headings and text).
- That will motivate them to stay and read the detail.

## Be concise

When revising the poster, look repeatedly for ways to say the same the same thing using fewer words and letters.

- Delete unnecessary words - then delete some more!
- Convert blocks of text into points (like this).
- Leave a lot of space between text (avoid clutter).

## References

If you refer to publications in your poster (e.g. by or about your NGO) list them in font size 8 in a well-known format.