

# FORMAT FOR POSTERS – SMA ENVIRONMENTAL FORUM 2025

## 1. General

All posters will be displayed for the entire duration of the forum (October 29-30, 2025). Posters will be displayed in the hallway outside of the conference rooms at TCU Place <https://tcuplace.com/>

Poster sessions are to be set up from **13:30 - 15:30 on Tuesday October 28, 2025.**

## 2. Procedure

Please follow the steps below for your poster presentation:

- Tuesday October 28, 2025 - the registration day for the forum: please mount your poster to the appropriate poster board (labelled with your poster number) between 13:30 - 15:30.
  - Be at your poster for discussion during the welcome reception (14:30-17:00).
  - If you have multiple posters, please place a message on the poster board, denoting your location.
- Wednesday October 29, 2025
  - Be at your poster for discussion during the breaks/lunch as your schedule allows. Breaks and lunch are from 10:30-11:00, 12:30-13:30 and 15:00-15:30. You may enjoy the presentations when not at your poster.
- Thursday October 30, 2025
  - Be at your poster for discussion during the breaks/lunch as your schedule allows. Breaks and lunch are from 10:00-10:30, 12:00-13:00 and 14:30-15:00. You may enjoy the presentations when not at your poster.
  - **Dismantle your poster on the last day of the forum, between 13:30-16:30.**

**Please bring your printed poster with you to the forum. The SMA does not have facilities available to print your poster on-site.**

## 3. Preparation of the Poster

Each poster author will be assigned a poster board and associated poster number.

- The size of the boards (with stands) provided by the SMA are: 1.2 m x 2.4 m (4'x8')
- The orientation may be either Portrait or Landscape

The top of the poster should display, in lettering not smaller than 2.5 cm in height, the following information:

TITLE OF PAPER, NAME(S) OF AUTHOR(S), AFFILIATION(S).

The text of the poster should be easily readable from a distance of 2 to 2.5 m. Use bold lettering at least 1 cm high.

Information on a poster should attract attention. It should therefore be limited to the most important facts only. The poster should be divided into:

- Introduction
- Objective
- Methods
- Results
- Conclusions

or an equivalent division.

It is advisable to leave details and explanations for face-to-face discussions. Text and presentation should be in English.

#### **4. Awards**

All posters presented at the SMA Environmental Forum 2025 will be eligible for poster awards if they are presented in person during the forum.

A selection committee will be appointed by the SMA to review the posters on display at the forum, attend the poster presentations, and, at the conclusion of the forum, select a predetermined number of posters to receive the award.