GUIDELINES FOR POSTERS, SBSTTA-14

"Case Studies and Best Practices on How Climate Change and Biodiversity Can be Mutually Supportive in Responding to Climate Change and Achieving the New Strategic Plan of the Convention on Biological Diversity"

PLANNING

Posters should measure approximately 90 centimetres (35.4 inches) (height) by 80 centimetres (31.5 inches) (length). Posters will be hung by Velcro tape provided.

Posters should be easily readable from a distance of 1.8m (6ft) and should be visually attractive and of professional appearance.

The poster topic should directly reflect the poster session theme: "Biodiversity and Climate Change: Achieving the 2020 Targets" (see a list of recommended sub-themes on the poster submission form).

The poster session opens the evening of 10 May 2010. Authors may choose to be present to answer questions but this is not required. Should authors wish to attend SBSTTA-14 (at their own expense) they must register as participants by following the instructions provided in the notification found here:

http://www.cbd.int/doc/notifications/2009/ntf-2009-118-sbstta14-en.pdf

Submission of posters (and abstracts) is not restricted to registered participants of the 14th meeting of SBSTTA.

SHIPPING

If you are shipping your poster, shipment should be clearly addressed to Mr. Francisco Vasquez, at the address below:

Mr. Francisco Vasquez
Division of Conference Services
United Nations Office at Nairobi (UNON)
P.O. Box 67578, GPO 00200
Nairobi, Kenya
Tel: (254 20) 762-3124 (GMT +3)

Life in harmony, into the future
いのちの共生を、未来へ
COP 10 / MOP 5

Make sure that the **name of the sender/author** is clearly indicated on the poster tube, so it can be easily recognized.

Please indicate the name of the meeting (**SBSTTA meeting, 10-21 May, 2010**) on the tube.

Poster should arrive at least one week prior to the meeting to pre-empt possible customs delays. If the consignment is bulky (which is the case for most posters, as they are normally sent in tubes), it should come even earlier as bulky shipments get more customs attention.

It is strongly recommended that DHL courier be used, as they have an office in the UNON compound and know the drill in case of customs clearance.

When shipping by DHL, indicate that the value of the shipment is set very low (US$ 10 or so) and that it is printed material with no commercial value.

If you are sending your poster to Nairobi please advise Ms. Jacqueline Grekin (jacqueline.grekin@cbd.int) in advance.

ORGANIZING

The text of the poster should start in the upper left corner. It should flow from left to right and top to bottom. The title/author/sponsoring institution heading must be at the top of the board. Letters, number, or arrows can be used as needed to indicate the proper flow to the audience.

TIP 1: Simplicity
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 well written and easily understandable. Avoid using too many numbers, words or complicated graphs. Make sure the message is clear and simple. Choose one background colour for your poster board. Use contrasting colours where appropriate in charts, graphs, and diagrams.

TIP 2: Headings
It is best to highlight your title, headings and subheadings with colours or coloured lines, and to make them at least 25% larger than the text copy. All type must be easily read from a distance of 1.8m (6ft). Use a bold or semi-bold typeface for headings and labels. For the title, plan on using finished type that is at least 2.5cm high (1 inch). The lettering for authors' names, sponsoring institution, and address should be at least 1.9cm high (¾ inch).

TIP 3: Text type
It is recommended that you use 24- to 30-point font size for the title, 20-point font size for author's name, affiliation and subheadings, and 16- to 18-point font size for text. Keep text to short, concise, legible statements. Minimize complete sentences and paragraphs. Outlines of important points often work better than text. Use abbreviations and acronyms sparingly. Use a word processor to prepare your text copy, and set it at 1½ lines of space between each line of type. Text in upper and lower case letters is more readable than all capitals. Lettering for subheadings 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 semi-bold in weight.