



Guidance on submitting your Council Meeting poster

We are going to create a wall of posters. We are requesting each of ASIF's members to submit a poster. It can be about one or more projects or it could be about your organisation generally - an introduction to your organisation. These will be put up on the wall in the meeting room. All the delegates will have time to look at the posters. Delegates are ASIF members, staff and Trustees and also some global pharmaceutical company representatives who will be invited to attend part of the Council Meeting.

Please submit your poster to us by email to admin@asif.info, we will print it and display it at the Council Meeting. Posters will be printed on A2 landscape sized paper, and the attached PowerPoint template has been formatted to this size. If you already have a poster, you do not need to use the enclosed template, but please do make sure your poster is formatted for printing in A2 landscape.

Some points to note to help you design your poster:

- Please do not change the size of the template or the orientation of the poster - all posters will be landscape.
- Please produce your posters in the English language
- The columns and title / logo areas are only suggestions to help you. However, you can set out the information on the poster in whichever way you want.
- We suggest keeping the existing margins and not putting content outside of the template text boxes; this could mean information is too close to the edge when the poster is printed.
- You can decide to use any font type and size, but please make sure it is easy to read. You can check this by setting the poster to 100% at the bottom right-hand corner of PowerPoint, so you can check the actual size of text when it is printed.
- You can use images, photographs, charts or any other information that helps to tell the story
- If you are using images, please use the highest resolution image you have.
- You can of course include contact details of your organisation, so that interested people can contact you directly.

Please send the single PowerPoint slide to admin@asif.info by Friday 22 April 2022

If you have any questions, please contact Jo Davies (office@asif.info) or Valeria Tassi at the above email address.