PREPARING AND DISPLAYING POSTER PRESENTATIONS AT

4TH INTERNATIONAL FAECAL SLUDGE MANAGEMENT CONFERENCE

Congratulations on having your abstract accepted as a poster at the 4th International Fecal Sludge Management conference (FSM4) 19-23 February 2017, in Chennai, India. Below you will find instructions for preparing and displaying your poster.

FSM4 TRACKS

Your poster will be assigned to one of the tracks listed below based on the review process by the FSM4 Review Committee. You will be notified of your poster location in February. Further information and details about the tracks can be found on http://www.fsm4.susana.org/

TRACK 1: FSM RESEARCH TRACK

Implementation of effective FSM programs requires that decisions are made based on data and evidence rather than opinion and rules of thumb. For this reason, documented research into FSM is important. This stream will focus on new FSM research results that are *applicable for low- and middle-income countries*. E.g:

- Characterization and quantification of faecal sludge
- Health, safety and hygiene
- Technologies for the collection, transport, treatment, disposal and use of faecal sludge
- The role of education
- Economics and business

TRACK 2: FSM CASE STUDIES TRACK

This track will present case studies and lessons learned from p*ractical experiences of providing and managing FSM services and infrastructure*. It will provide examples of successful *FSM at scale* in low- and middle-income countries, with *lessons learned from successes and failures* in places where city FSM operations are still developing. The case studies will be evidence-based, including data on population served. They will include:

- At scale city-wide or nationwide FSM services
- Emerging FSM services
- Pilots showing promise

TRACK 3: FSM INDUSTRY AND EXHIBITION TRACK

This track will focus on providing an *outreach platform for relevant products and services across the entire FSM chain*. It will create space for suppliers and customers of FSM solutions to interact, demonstrate practical evidence, disseminate information and build alliances. The product and services highlighted will be relevant to FSM, not sanitation in general. This includes:

- Safe capture and containment
- Monitoring and evaluation of FSM
- Emptying and transportation
- FSM capacity development
- Treatment and reuse
- Programs, regulations and financing of FSM
- Planning and communication tools for FSM
- Business models for FSM

TRACK 4: OTHER SUBJECTS

- FSM in Emergency situations
- Gender and FSM

POSTER CONTENT

Your poster should include the following sections:

1. <u>Title</u>: Please use the title that you used in your abstract, which will be listed in the FSM4 Proceedings.
2. <u>Presenting author and co-authors</u> names including the authors' affiliations, and/or the name of the institution where the work was carried out
3. <u>Author's photos</u>: please place a photo of yourself and your partners in the top right hand corner of the poster to make it easier for delegates to identify you and discuss your poster content. Photo's are highly recommended but optional.
4. <u>Brief summary</u>: limit yourself to 3-5 key messages you want delegates to remember about your work - present these as dot points, near the top of your poster.
5. <u>Need for the project</u>: provide a brief description of the problem or challenge your project aims to address, including who is or was the intended beneficiaries of the work.
6. <u>Project approach or method</u>: if relevant, do include a brief summary of the main steps taken
7. Include graphics, photos and diagrams: these will assist with communicating this information.
8. <u>Outcomes:</u> what were the main findings or outcomes from the project/work for the intended beneficiaries?
9. <u>Lessons learned:</u> summarize (using dot points if possible) the key lessons gained from the project, for you, your organization and others in the sector, especially practical lessons for other conference delegates (including from other countries)

The poster will be viewed by delegates from many countries, and so your poster content should target an international audience; using the above headings will ensure you provide information that is of interest to other delegates.

POSTER PRESENTATION – SHARING YOUR POSTER

All posters will be on display at the conference. If you are interested, you may provide an A4 size copy of your poster to handout to interested delegates; these can be placed at your poster location for delegates to take when you are not present. It is not essential that you provide small paper versions of your poster. Posters will also be uploaded to the conference website. Please submit a PDF version of your poster if you would like to share it to: fsm4@susana.org.

In addition, there will be a dedicated poster viewing session each day during the conference from 13h00-14h15, immediately following lunch to encourage all conference delegates to peruse the posters and interact with poster authors. We ask that presenting authors be stationed at their poster during this time; this is an excellent opportunity for you to share your work with other delegates.

POSTER AWARD

To further highlight the contribution of poster authors and encourage delegates to view the posters, there will be a **FSM4 Poster Award**. Conference delegates will be able to vote for which they think is the best poster; the final judging will be undertaken by a judging panel and the winner announced during the conference dinner. The winner will receive a one year subscription or purchase of a relevant publication. (Exact publication to be determined, example: FSM Book published by Sandec)

POSTER SPECIFICATIONS

The posters will be displayed on A0 paper form only. The only posters which can be accepted (due to the limitations of display space) are **on paper or thin card, portrait orientation, in A0 poster size - 1189mm high by 841mm wide**. Different sizes cannot be accommodated. The conference organizers will assign locations based on tracks. It will be the poster owner's responsibility to find their poster location and hang it. Materials to hang your poster will be provided at each location.

PRINTING YOUR POSTER

You will need to bring the poster with you from home in a secure roll. No printing of posters will be available on-site.

PROPS

Props are highly discouraged. Please note that the poster area will not have space for sizeable props and no tables will be provided.

CONFERENCE REGISTRATION

All poster authors must register to attend at least one day of FSM4 and must have paid their registration fees in full by **1 February 2017**. Registration should be completed online at http://www.fsm4.susana.org/.

Conference registration, travel and accommodation is your own expense, unless someone is sponsoring you.

CONTACT DETAILS

If you need any further clarification or have any questions, please do not hesitate to contact ….
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REMEMBER

Key Requirements	Submission Method	Required By
Compulsory Conference Registration (Early bird registration closes Jan 15, 2017)	Online at http://www.fsm4.susana.org/conference/registration-information	1 Feb 2017
Find your poster location and affix your poster to board	In person at ITC Grand Chola	20 Feb 2017 by 12:00
Electronic version of your poster	Online at fsm4@susana.org	15 Feb 2017

SOME TIPS FOR PLANNING AND DEVELOPING YOUR POSTER

INITIAL SKETCH: Plan your poster early and focus your attention on a few key points. Try various styles of data presentation to achieve clarity and simplicity. Does colour help? What needs to be expressed in words? What information does the audience need to know?

ROUGH LAYOUT: Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. Develop rough graphs and tables - this will give you an idea of proportions and balance.

FINAL LAYOUT: The artwork is complete. The text and tables are typed but not necessarily enlarged to full size. Now ask someone who is *not* involved with developing it - is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is its logical to read?

BALANCE: The photos, pictures, figures and tables ought to cover slightly more than 50% of the poster area. If you have only have a few illustrations, make them large; do not omit text, but keep it brief. The poster should be understandable without oral explanation.

TYPOGRAPHY: Avoid abbreviations, acronyms and jargon and local currency format (include USD or euro in brackets so everyone can understand the cost). Use a consistent font throughout and preferably a large sans serif type, for example Calibri or Arial.

MOVEMENT: The movement (pathway) of the eye over poster ought to be natural (down columns and along rows). Size and colour attracts attention. Arrows, hands, numbers and symbols can clarify sequence.

SIMPLICITY: Do not overload the poster. More material may mean less communication, and people may not read bother to read it all. Ask yourself, what do I want the viewer to remember? Pretest it with your colleagues.

The poster should be self-explanatory, so that you are free to supplement and discuss particular points raised by viewers. Remember that your material/illustrations will be viewed from distances of at least one metre or more.