Thank you!

Thank you for purchasing the Winter Poster Template from the VacantEyes Etsy shop. The following are some notes about your poster template to help you make your poster look its best.

FILE

The file type is designed for use with Microsoft Powerpoint (.pptx filetype). It can also be opened in Google Sheets if you require freeware. .

The poster is set to A0 size 841 X 1189mm (33.1 X 46.8 inches).

The first slide is an example with fake text and figures. This can be deleted, it is just for reference and ideas. The second slide is a blank template for you to fill in as you wish. Headers and boxes can be moved as you see fit. The final slide contains some example headers and boxes you may wish to utilise to customise your presentation.

It is good practice to have an unedited version of the template. Work off a copy in case you need to go back to the original.

SECTIONS

Feel free to modify and/move each section to fit your own data.

COLOURS

Try to stick with the same colour palette for any graphs or images to keep a cohesive look. The colours used in this poster are listed below including HEX codes.

02528F		EEF8FF	
36437D		D4E8F6	
573164		FBE6F2	
C91E6A		000000	
DD314B			

FONTS SIZES
Try to keep the font sizes large so they are easily readable from a distance.
The following are recommendations for minimum font sizes but you can go larger:
Headings - 72
Sub-headings - 36
Main text - 24
Captions - 18

You want to make sure you can easily read the poster from a metre away and these sizes may change slightly if you use different fonts.

FONTS
The fonts which have been selected for this template are:

- Main Heading - Roboto Condensed Bold (size 90-95)
- Subheading - Roboto Condensed (size 70)
- Main text/Captions - Roboto (size 24)
- Caption headings - Roboto bold (size 24)

These are all google fonts. It will also work in powerpoint. These fonts should import automatically into powerpoint when opened. If you are having trouble viewing the fonts you can import them into powerpoint manually for free by following the steps outlined below.
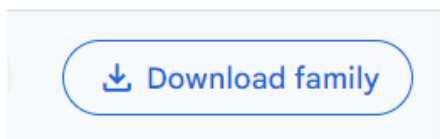
You can also substitute the fonts for others, however for the main body text it is recommended to use a san serif font such as arial or calibre as they are easier to read.

IMPORTING FONTS
1. Follow the hyperlinks below to go to the google font page and select download family from the top right of the page.
   https://fonts.google.com/specimen/Roboto+Condensed
   https://fonts.google.com/specimen/Roboto

2. Unzip the downloaded files and place in the following folder:
   Control Panel\All Control Panel Items\Fonts

MARGINS
A 1.2 inch margin has been left around the poster for purposes of style and printing as some printers can cut off the edges. Try not to place any text or figures within these borders.

GENERAL NOTES

When sending to print it is a good idea to first save your poster as a PDF so when it is printed no formatting changes are accidentally made.

Try to keep each section of your poster as concise as possible. It is recommended to use approximately 100 words per section.

Try to use images or graphs wherever possible to minimise text and get your point across to the reader as quickly as possible.

Using a QR code to link to a digital version of your poster and/or supplementary information (such as contact information or additional data) is a great way to make your poster look less busy while allowing viewers to quickly get any information they want. The QR code on the template is just an example, you should delete before use. This website is a free source to make custom QR codes https://qrgenerator.gg/qr/url.

If you want any more info please contact me through my Etsy shop. I would love to see any posters that use my templates that are in scientific conferences around the world. https://www.etsy.com/au/shop/VacantEyes