**Science of Cities Symposium**

**Guidelines for Posters**

CLC has prepared the poster template (attached in the email), for your perusal. Please take note of the following pointers when designing your project’s poster:

1. Poster boards will accommodate **A0 size portrait posters**: height 1189mm, width 841mm. Please ensure that your poster will fit within these parameters.

1. The **logos of WCS** and the **Lead Institution** must be included on the top right-hand corner of the poster for standardisation and branding purposes.
2. The poster content should be **organised based on the sections and guiding points indicated in the poster template**.
3. **Font type and font sizes:**
   1. Please use San serif fonts to enhance readability.
   2. Texts should be easily readable from 1–2 metres, and 1.5–2 line spacing should be used.
   3. Suggested font sizes are:
      * Project title: 120 pt (bold, underlined sentence case)
      * Keywords: 60 pt (bold)
      * Section headings: 80 pt (bold, underlined, full upper case)
      * Section sub-headings: 60 pt (bold, full upper case)
      * Body of text: 36–40 pt
      * Contact, Acknowledgements: 24–30 pt
4. Please choose **neutral colours** for the poster background and texts. The font colour should have a good contrast against the background colour.

1. The **proportion of texts and illustrations** should be ideally 2:3, i.e. approximately 40% texts and 60% illustrations.
   1. Please be **concise for the texts**.
   2. For all illustrations, please have an **image resolution of at least 300 dpi**.
   3. For **charts**, please label the y and x axes (including the units), provide legends and captions that would help readers understand the charts, but no need to provide inner grid lines.
   4. For **tables** - please provide captions that would help readers understand the table, below the table and no need to provide inner grid lines.
   5. For **images**, provide captions below the image and indicate the source, where necessary.
2. If **abbreviations or acronyms** are used, please provide the full name and its abbreviations or acronyms in brackets at first mention.

Do send your poster in PDF format to CLC organisers **by 1 September 2023, Friday** for review, clarifications, and/or to suggest edits to implement for the final poster, which we hope to receive two weeks before the event (i.e., 18–22 September). You may insert placeholders with pointers of what you may insert at incomplete areas (e.g., findings of an ongoing study).

CLC will print and mount the posters.Feel free to reach out for any clarifications.