

# Conference Poster Presentation Requirements

Date: [Insert Date]

Dear [Conference Participant/Researcher Name],

We are excited to inform you about the poster presentation at the upcoming [Conference Name]. Below are the requirements and guidelines you need to follow:

## Poster Size

The maximum dimensions for the poster are [insert width] x [insert height] inches/centimeters.

## Content Guidelines

- Title: Include your research title prominently at the top.
- Authors: List all contributing authors beneath the title, along with their affiliations.
- Abstract: Provide a brief summary of your research in no more than [insert number] words.
- Visuals: Use graphs, charts, and images to support your findings.
- References: Include any relevant citations in a smaller font at the bottom.

## Presentation Schedule

Your poster will be displayed on [insert display date]. Please be present at your poster during the designated session from [insert time] to [insert time].

## Submission Deadline

Please submit a digital copy of your poster in PDF format by [insert submission deadline] to [insert email].

We look forward to your participation and an engaging presentation!

Best Regards,

[Your Name]

[Your Position]

[Conference Organizer/Institution Name]