Comprehensive guidelines for conference materials

This document contains important rules and guidelines for the materials that you will prepare for Neutrino 2024. Please read this document carefully.

Posters

File type

Posters must be uploaded in **.pdf** format.

Format

A0 (W x H = 841mm x 1189mm), portrait orientation.
<u>Please note that non-compliant posters will not be accepted</u>.
Please note that it will <u>NOT</u> be possible to print posters at the conference venue.

We suggest including the email and a portrait photo of the presenter in the upper part of the poster for ease of identification.

Fonts and colours

Choose easily legible fonts. The minimum font size is 28 pt. All texts must be readable from a minimum distance of 2 meters.

Choose colour schemes that are friendly to people with colour-vision deficiency. Useful hints and recommendations can be found on the last page of this document.

Logistics

- **Session A: June 18th**
  (posters must be **installed within lunch break on the 17th of June** and <u>removed</u> at the end of the session and in any case <u>no later than 9 am of June 19th</u>)
- **Session B: June 21st**
  (posters must be **installed on the 19th of June** and <u>removed</u> at the end of the session and in any case <u>no later than 9 am of June 22nd</u>).

Please remember that the **deadline to upload the poster to the Indico** page is**:**
  - **<u>June 9th, 2024 (23:59 CEST)</u> for the candidates for the Best Posters Award**
  - **<u>June 14th, 2024 (23:59 CEST)</u> for all the others**

Each poster in the exhibition will be identified by a unique ID. The poster boards will be arranged in a zigzag fashion. As a presenter, you are required to make sure your poster is available for viewing at all times until the end of your poster session.

For the candidates for the Best Poster Award: please note that compliance with these guidelines, including the suggestions for the colour schemes outlined in the last page, will be positively evaluated when selecting posters for the Best Poster Award.

Presentations

File type

We strongly encourage uploading the presentation slides in .pdf format. If necessary, slides in Microsoft PowerPoint (.pptx, .ppt) format may also be displayed; however, in this case, it is required to upload also a .pdf version as a backup on the Indico page.

Format

16:9 format is preferred, rather than 4:3.

Fonts and colour schemes

It is required to use professional and easily legible fonts (such as Arial, Verdana, …). The suggested minimum font size is 24 pt.

Choose colour schemes that are friendly to people with colour-vision deficiency. Useful hints and recommendations can be found on the last page of this document.

Layout

Organize each slide in a clear way, separating the title from the text body. We suggest avoiding filling the page with solid text. A maximum of 2 graphs or images per slide is suggested, with no overlaps or hidden parts. Graphs, tables, and text must be large enough to be easily viewed from a distance, and key numbers or info should be highlighted.

Logistic

Please ensure that the slides are **uploaded to the Indico page no later than 24 hours before your talk**.
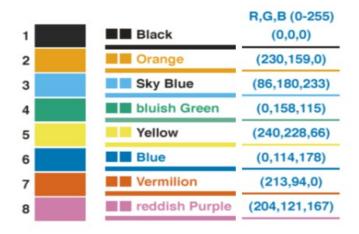
Guidelines for colour usage

Embracing EDI (Equity, Diversity, and Inclusion) principles, we want to make sure that everyone can access and clearly understand all scientific info, graphs, and images that will be presented at the conference. Choosing colour schemes that are friendly to people with colour-vision deficiency (CVD or "colour blindness") is essential. Colour is a powerful tool and with a few hints and recommendations, everyone could take advantage of it, avoiding misinterpretations or missing important information.

Please, follow these colour guidelines while preparing your presentation or poster:

- choose vivid, high-saturation and bright colours. Avoid shades of similar colours;
- ensure good contrast with the background;
- reduce the number of colours to a minimum;
- avoid problematic colours (use: vermilion instead of red, bluish green instead of green, reddish-purple instead of violet) and colour combinations (red-green, red-black, purple-red, yellow-yellow green, violet-blue,…);
- "Redundant coding": use also different shapes, line styles or markers, in addition to the colour legend, to make graphs clearer and unambiguously defined. Avoid using only colours as coding.

As an example, please refer to the following palette:

		R,G,B (0-255)
1	■■ Black	(0,0,0)
2	■■ Orange	(230,159,0)
3	■■ Sky Blue	(86,180,233)
4	■■ bluish Green	(0,158,115)
5	■■ Yellow	(240,228,66)
6	■■ Blue	(0,114,178)
7	■■ Vermilion	(213,94,0)
8	■■ reddish Purple	(204,121,167)

Select the colour combinations (based on the number of colours required) according to the following table:

Number of colours needed	2	4	6	8
Suggested colours	Lines 2, 6	Lines 1, 5, 6, 7	Lines 1, 2, 4, 5, 6, 7	All

Alternatively, you can use colours extracted from *Viridis* or *Cividis* colourmaps, currently recognized as colourblind-friendly schemes.

For more information, you can also visit https://jfly.uni-koeln.de/html/manuals/pdf/color_blind.pdf for the summarized version or https://jfly.uni-koeln.de/color/ for the full version.

In case of questions, you can always contact scientific@neutrino2024.org