# CONFERENCE OF WORK AND ORGANIZATIONAL PSYCHOLOGY

Instruction for posters

**IN GENERAL**

Each poster should consist of introduction, key points regarding the topic and summary of conclusions or key points. Don't try to describe details in the length of the whole poster. Your poster should be simultaneously thorough and comprehensible, so that participants can read it and understand it even in your absence.

**ADVISED STRUCTURE**

1. Name, the place where the conference is held and where the poster is presented
2. Title – short is advised (no more than 8 words)
3. Authors
4. Research department/institution, where the research was held
5. Introduction, purpose – usually states the research goal in a few brief sentences
6. Theoretical background of the research – research of the main thematic resources
7. Description of the population and sample group
8. Methodology – main or new methods of data collection
9. Results
10. Conclusions – usually 1-3 clear sentences
11. Discussion – possible limitations and contributions of the research
12. Overview of the literature (max. 3-5 crucial sources)

**MATERIALS**

Usually it is most convenient to print the text of your poster directly onto the white base. If you choose to use base of any other colour, please make sure that there is enough contrast between the text and the background, so that the text is readable. Please don't use heavy notice boards or those filled with foam, because it can be hard to keep those attached to the board. Attachment of your poster to the board will be done by the conference staff. Please, hand over your poster when registering.

**FONT, FONT SIZE AND GRAPHICS**

Please use computer in order to achieve sharp and professionally looking writing and graphics (we are sorry, but no handwritten posters will be accepted).

Your poster will be observable from the distance (60 – 100 cm or circa 2' – 3'). That is why it is recommended to use at least 72 points font size for name and authors, at least 48 points font size for headlines and not less than 36 points font size for the body of the text. It is also recommended to choose a font without a redundant decoration (e.g. use fonts Arial, Times New Roman or Helvetica).

Graphs, drawings and illustrations should be simple and with thick lines. It is recommended to leave out useless details, decorations and graphics. It is also recommended to try to read your poster from the distance mentioned above after finishing it.

**LAYOUT**

The space for your poster will be 0,9 m x 1,2 m in upright format (or smaller).

**COMPETITION FOR THE BEST POSTER**

Every registered and presented poster automatically enters the competition. In the competition every participant of the conference will have the right to vote for the best poster. Voting will be possible in two ways. The first possibility will be the voting paper, that will be available during presentations of posters (times of poster sections

will be mentioned in the programme). The second possibility will be voting through the link, that will be sent in form of an e-mail to every participant of the conference, when all of the abstracts will be collected. The voting link will be sent to that e-mail address, that was used by a participant for the registration. Voting is not mandatory for the conference participants, but authors of the posters will undoubtedly appreciate the acknowledgement in form of the votes.