**Guidelines for Poster Presentation**

Author(s) of each poster session will be provided a 100(W) cm x 150(H) cm area for posting an A0-size poster. For each poster, the author(s) should provide the paper title, as well as the name(s) and affiliation(s) of the author(s). You may make use of the [template](http://www.ouhk.edu.hk/URC/Template%20for%20Poster%20Presentation.ppt) for preparing your poster. Detailed guidelines are as follows:

1. **Font type**
* The whole text should be in Arial.
1. **Margins**
* The poster should be A0-size, 84.1(W) x 118.9(H) cm.
* All contents should not exceed 2 cm margins all round.
1. **Background**
* White or a light color should be chosen.
1. **Layout**
* The poster should be set up in a column format (i.e. 1st vertical, then top to bottom, and then left to right). All columns should be laid in a logical order.
* One blank line should appear between each column.
1. **Title**
* The title of the poster should be in 66 pt, capital and lower case letters.
1. **Author information**
* Use 36 pt for the author name(s) and affiliation(s).
* The Western naming convention, with given names preceding surnames, should be used. Chinese authors should put their given names in front of their surnames.
* The author information should appear below the title, with one blank line after the title.
1. **Abstract**
* The abstract submitted with the full paper is suggested to be placed in the upper left side of the poster. It should be in 28 pt.
* The word limit is 300 words.
1. **Contents**
* Suggested items for the contents include background of research, research plan and methodology, research outcomes, references and any important / useful information.
* Headings should be in capital and lower case letters (i.e. nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital) and should be aligned left. The font sizes are given in Table 1.

Table 1 Font sizes of headings

|  |  |
| --- | --- |
| Heading level | Font size and style |
| **1st-level heading** | **36 pt, bold** |
| **2nd-level heading** | **28 pt, bold** |
| *3rd-level heading* | *28 pt, italic* |

* Text throughout the poster should be in 28 pt, single-line spacing, and justified. Italic type may be used to emphasize words in the paragraph. Bold type and underlining should be avoided.
* Abbreviations should comply with the standard use. They should be given in full form at the first place they are used.
1. **Tables and figures**
* Tables and figures should be numbered and have captions below them.
* Captions should be in 24 pt and aligned left.
* Tables and figures should not exceed the given page margins.
* Overcrowding figures and cramming too many numbers into tables should be avoided.
1. **Footnotes**
* Footnotes may be used only sparingly. A superscript number for each footnote should be used.
* Footnotes should be placed at the bottom of the page within the normal text area.
* Footnotes should be in 24 pt and aligned left.
1. **References**
* The author-date method of in-text citation should be used. Following the APA format, the author’s last name and the year of publication for the source should appear in the text, for example:

Tsang (2015) points out that…

According to Yuen (2014), open learning resources will...

Only cognitive engagement should be considered in case A (Johnson, 2012, p. 199).

* All references that are cited in the text must be given in the reference list. The references must be in APA format and arranged alphabetically at the end of the poster.
1. **Remarks**
* For each abstract accepted for poster presentation, at least one of the author(s) must register for the conference.
* Author(s) may choose to print their posters according to the Conference requirements and bring them to the Conference, OR request the Conference Secretariat to print them free-of-charge. If author(s) choose to request the Secretariat to print them, they must send the poster in PowerPoint format according to the given template to the ICOFE2016 Secretariat (icofe2016@ouhk.edu.hk) by **5 June 2016** for poster printing. Any late submission will not be entertained. After the date, author(s) must print and carry their posters by themselves.
* Printing facilities will not be provided by the Conference.
* The Conference reserves the right not to accept any poster not following this set of guidelines.