



Poster Criteria and Submission Guidelines

General Tips for Poster Submission

- The poster should be concise, have a clear message, a logical layout and be easy to comprehend.
- All information in the poster should be limited to the current Terms of Reference (TORs) and activities carried out from 2017- present.
- Use charts and graphs to illustrate data.
- Use high resolution photographs (more on this below).
- All content should be in **Arial Font** specified below.

Content of the Poster

Official Title of Centre/Reference

- **55 font size**
- e.g., PAHO/WHO Collaborating Centre for Tuberculosis Bacteriological Research (CAN-31)
- Note this number (e.g. CAN-31) will also serve as the poster number.

Author(s)

- **32 font size, MAX 2 lines**
- Include author name(s) and any appropriate credentials, e.g., John Smith, PhD.
- Do not include position titles.

Department/Division, Name of Institution

- **32 font size, MAX 2 lines**
- Include department or division which has been designated as the Collaborating Centre (CC) followed by the institution name, e.g., National Reference Centre for Tuberculosis, Health Protection Branch, Health Canada

How this CC is contributing to the achievement of the [SDGs](#)

- **36 font size, MAX 200 words**
- State the SDG goal(s) the CC aligns with, e.g., The CC activities are supporting SDG [#] by...
- Include description and relevant links of deliverables supporting the achievement of any of these goals during the period of designation (2017-present).

Deliverables

- **36 font size, MAX 350 words**
- List and briefly describe other deliverables the CC has completed as per the workplan, not necessarily related to the SDGs.

Terms of Reference (TORs)

- **32 font size, MAX 150 words**
- Copy and paste the TORs for the CC from the [WHO CC database](#). These can be found by searching by country and clicking on “Details” for the CC.

Recommendations

- **36 font size, MAX 250 words**
- State any recommendations that are relevant to PAHO/WHO’s technical cooperation.
- Avoid including individual opinions/names. Posters will be public.

Illustrations

- Illustrations (photos, graphs, tables) can be an important part of the poster and will attract attention. Colorful tables and graphs are the easiest to read. Explanatory photos should be used instead of text whenever possible.
- Use Excel to create graphs and tables.
- Use captions or titles that explain what the viewer should understand.
- Use only static images and do not embed any videos or animation.
- Use .jpg/png images; images should be ~300 dpi (dots per inch).

Submission Instructions

- Due to the virtual nature of the seminar, we are only accepting e-posters in **PPT format** using the PowerPoint template (Portrait) provided.
- Printed posters or photographs of printed posters will **NOT** be accepted.

Submit poster to: pahowhocc@paho.org

Submission due date: **16 April 2021**