

Exhibit Guidelines

General Information

An exhibit consists of a visual display of project highlights on a fiberboard background combined with a question-and-answer period. The content of an effective exhibit presentation should be direct, focused, and concise. The program will have a specified period of time to discuss methods and results with interested visitors and colleagues. Exhibits will remain on display for the entire Working Group Meeting to allow maximum access for participants, and presenters are encouraged to attend their exhibits during breaks whenever possible.

Content

The purpose of this corner is to support the WGM workshop sessions to highlight the good practices through series of photographs, displays, publications etc and to provide an opportunity for the representatives of the partner countries to explain them in detail during the meeting. Each partner should highlight how the beneficiaries (community members, schools, local authority, DRM committee members, etc.) were involved in the process, the project outcome achieved towards vulnerability reduction and scale of the benefit each sector/stakeholder received. Display materials should emphasize the extent of the local community involvement, their ownership towards the end task, active participation in activities including the process of decision-making and implementation. The partners should select a minimum of five (5) good practices for display from the various activities implemented under the city demonstration projects.

Instructions for the Exhibit

1. The area for displaying exhibit materials is 2 meters by 3 meters in size. The surface is a mounted board supported on legs. The top of the display stands approximately two meters high. The exhibit should focus on:
 - Objectives and Methods of each practice (brief only)
 - Results or Outcomes
2. Double-sided tape and masking tape will be provided to mount your exhibit materials.
3. Do not mount your materials on heavy poster board because they may be difficult to keep in position.
4. Do not write or draw on the poster board surface. Scissors, tape and felt-tip pens will be available for you to use.

Please note: It is essential that you remove your materials immediately after the end of the Working Group Meeting because the venue will be cleared at that time. If exhibit materials are not removed, the hotel staff will assume that the materials may be discarded.

Suggestions on Design, Materials and Production

A poster is basically an artistic expression of scientific data. Posters usually have eye-catching – yet simple – drawings, diagrams, samples, and/or photographs with clean and attractive layouts. Listed below are suggestions that you may find helpful in developing your exhibit.

Sources for design and production

- Art department - your institution
- Students
- Community members

Materials

- Background materials – A0-size strong paper or cardboard that can readily support the weight of attached material
- Project materials – have a good mix of the following:
 - Project photos showing the situation (1) before and (2) after the implementation of a small-scale disaster mitigation project
 - Project IEC materials with English labels when necessary
 - Training manuals
 - Project photos showing the community and city working together during drills/simulation exercises
 - Project photos showing improvements in the response by the community and city during actual hydro-meteorological events
- Community materials – outputs of workshop; reproductions/samples of community-generated early warning devices
- Local authority materials – any training material, guideline or IEC material published by the local authority that was a result from the PROMISE project
- Partner's materials– any training material, guideline or IEC material published by a partner that was a result from the PROMISE project

For printing and drawing

- Computer-printed text
- Hand-writing or drawing with dark, felt-tip markers

Readability of Exhibits

Exhibits are viewed by a large audience. To accommodate a group at a single poster presentation, the size of the lettering (type) must be large enough to be legible at a distance of approximately two meters. The best color combinations to use in preparing exhibits are listed below. Remember the key is contrast, so in choosing your colors and shades, keep this in mind. Simple use of color can add emphasis effectively.

Black text on white background

Red text on white background

Green text on white background

Blue text on white background

White text on blue background

White text on black background

Yellow text on black background

Choose a font that is simple and clear that has clear distinctions between the letters “I”, “i”, “l”, “t”, and numbers “1”, “7”, and between the letter “O” and number “0” (Garamond, Palatino Linotype, Times New Roman, for example). The weight of the type chosen (the thickness of each letter) should be medium or **bold**. To be legible at a distance of 2 meters, the minimum type size used should be 28. Below are suggestions of type for viewing at various distances.

Distance
2 meters

Legible Size

28

3 meters

48

4.5 meters

72