



Guidelines for Poster Presentations

Thank you for accepting to present at the 2025 International Conference on Family Planning (ICFP) that will be held at the Agora Bogotá Convention Center from November 3 to 6, 2025. Presenters will share their experiences, knowledge, and expertise through almost 2,000 presentations across oral, flash, and poster formats.

The ICFP poster guidelines are intended to help Poster and Oral-Flash session presenters prepare for their sessions and effectively share their work with participants.

The 2025 ICFP Poster Sessions will take place at the back of the main lobby on the first floor of the Agora Bogotá Convention Center from November 3 to 6, 2025, in 90 minutes time blocks.

Poster presentations that will occur as part of the Oral-Flash Sessions will occur at the designated poster area within a specific session venue. Poster presentations within the Oral-Flash Sessions provide an opportunity for an interactive exchange of ideas between the presenter and audience interested in the study.

For both Poster Sessions and Oral-Flash Sessions, the objective of a poster is to outline the findings from research, program implementation or advocacy interventions clearly and concisely so that they can be understood even without an oral explanation.

Poster Session Schedule

Posters will be grouped by themes and presenters will be assigned a poster display time and location. To view the full program schedule: <https://icfp2025.dryfta.com/program-schedule>.

Poster Session	Session Date	Proposed Session Time	Setup Time
1*	4-Nov	09:45 am - 11:15 am	08:00 am
2	4-Nov	11:45 am - 01:15 pm	11:30 am
3	4-Nov	01:45 pm - 03:15 pm	01:30 pm
4	4-Nov	03:45 pm - 05:15 pm	03:30 pm
5*	5-Nov	09:45 am - 11:15 am	08:00 am
6	5-Nov	11:45 am - 01:15 pm	11:30 am
7	5-Nov	01:45 pm - 03:15 pm	01:30 pm
8	5-Nov	03:45 pm - 05:15 pm	03:30 pm

*If your poster is in poster session 1 or 5, we recommend you set up your poster between 6:30 am and 8:00 AM on the day of the session so you can attend the morning plenary.

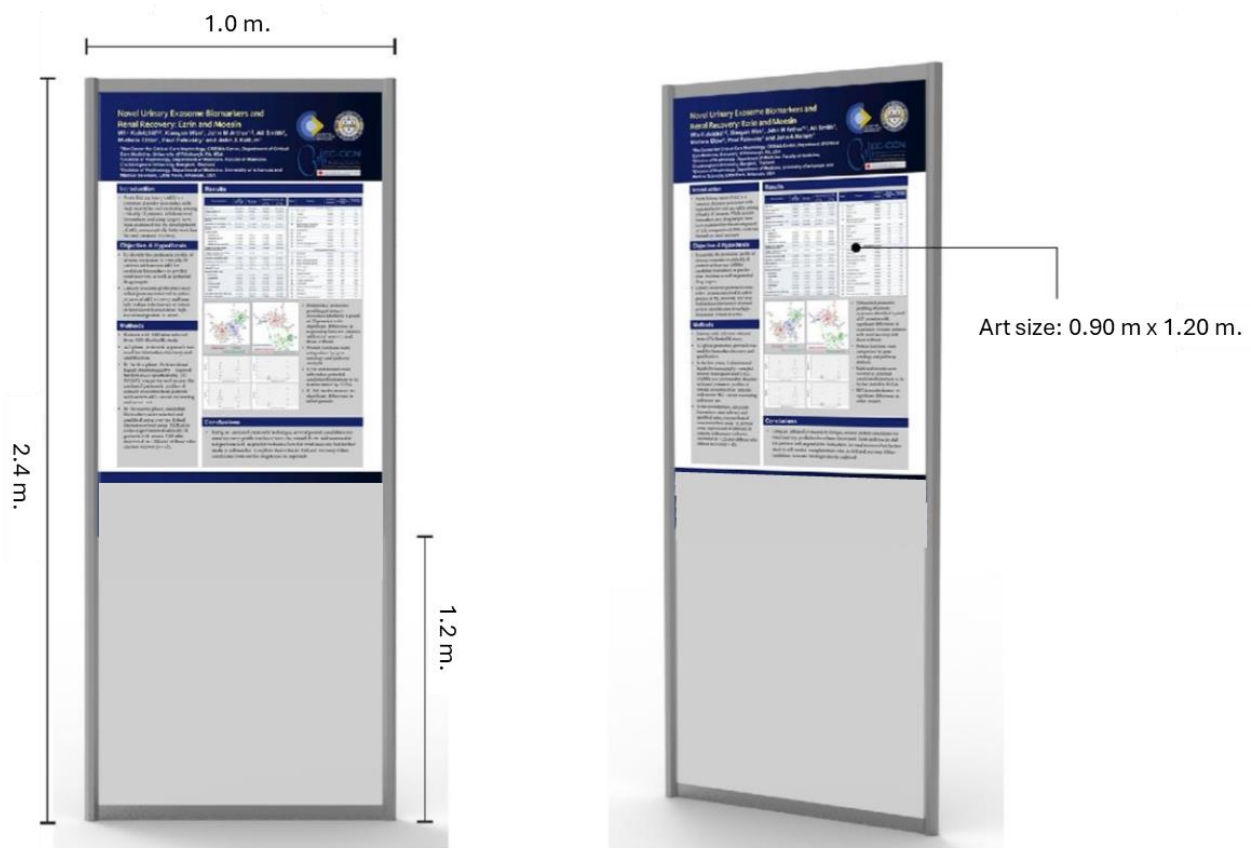
Poster Setup in Poster Sessions

For easy reference, poster numbers will be the same as abstract numbers. On the day of the poster presentation, poster numbers for each session will be posted on the poster boards before the session. Presenters must locate their assigned poster display, which will be numbered, and hang their poster at least 10 minutes before the poster session starts. Materials to mount posters will be provided by the conference organizers.

For your convenience, the abstract number is available on the abstract submission page. You can access it by signing in at <https://icfp2025.dryfta.com/index.php> and navigating to the “My Abstracts” section.

Poster Design Guidelines

Recommended Poster Size: **90 cm width × 120 cm height (or 35.4” w × 47.2” h)**



Please note:

- Posters will only be mounted vertically as illustrated in the example above.

Header

Prepare a headline that is reflective of the research, program, or intervention. Include the authors and their affiliations (institution/organization) under the header for identification.

Organization

The objective is to present the information clearly and simply in a visually appealing way. Be careful not to overload the poster with text and/or graphics. Please use a consistent style and sequence (left to right or top to bottom) to guide the viewer through the poster. You may use figures, tables, graphs and/or photographs where suitable. Keep the text brief and to the point.

Layout

Posters should include appropriately labeled illustrative graphs and diagrams as much as possible. Long textual passages should be avoided, and the methodology section should be brief unless it is the main focus of the abstract. Use a large font size for your text, such as 24-point and arrange materials in columns rather than in rows to make your poster more reader-friendly. Indicate the sequence of tables, figures or graphs with highlighted or colored numbers or letters at least one inch high.

Typography

Avoid using abbreviations, acronyms and/or jargon in your poster. Make sure the font is consistent throughout.

Printing

Most print shops provide multiple options for poster printing. We recommend a size of 90 cm (width) × 120 cm (height) (or 35.4" w × 47.2" h). There is no strict size requirement; posters may be printed up to a maximum of 100 cm (width) × 240 cm (height). For durability, we recommend printing on PVC-coated paper to ensure better tear resistance.

Presentation

Consider providing a brief handout or copies of your poster to distribute to poster session attendees. To facilitate your interaction with participants visiting your poster, we encourage you to prepare a short verbal description of your key findings.

If possible, at least one of the authors should be present during the entire poster session or when conference participants are expected to visit the poster.

Add contact information and website information for people with more questions.

Poster Contest Information

You or a co-author must be present at your poster during the assigned judging time. The exact time judges will visit your poster is not predetermined. If no one is available to represent your research when the judges arrive, your poster will be disqualified from judging. We strongly encourage presenters to rehearse their presentations in advance to ensure they are prepared for the judges. While you are not required to remain at your poster for the entire session, we recommend staying nearby to engage with interested attendees.