

## **Guidelines for World AIDS Day District Posters**

### **District HAST Profile at a Glance**

Population	HIV Prevalence
STIs prevalence	TB Prevalence
MTCT Rate	No of People Tested for HIV since 2010
Total No of Clients on ART	Total Number of OVCs receiving Care
Total No of Men Circumcised	Leaner pregnancies in 2015

### **District Good Practice Template**

**Project Title and Intervention Type:** Should briefly convey the interesting issue (approximately 1 – 2 lines).

#### **Project Description – 200 words**

- What is the aim of the project, when did it start, what intervention/service is offered, to whom, how and where ( geographic location) and partners involved

**Results or Outcomes:** Achievements, challenges and unintended consequences – Include pictures, diagrams and graphs – 400 words

- What has the project achieved since inception
- No. of people reached vs target
- How have people's lives been changed
- Factors facilitating the attainment of results
- What are the key challenges faced by the project and how have these been addressed
- What were some of the unexpected results either positive or negative?

#### **Lessons Learnt – 200 words**

- What are the lessons on what worked well and what did work so well
- What can be done differently

Acknowledgements

Literature cited

### **Proposed Steps:**

1. DAC Secretariats brief the Chair and Co-Chair about the request and discusses potential projects that can be documented
2. DAC Secretariats quickly convene a meeting with key stakeholders
  - a. At the meeting, ask stakeholders who have good practice projects to prepare posters for submission to DAC. Each district is allowed to submit upto 5 Posters
  - b. Emphasis that it will require 1 – 2 hours to put together the poster about their project
3. DAC reviews the Posters and then submits the Posters electronically to PCA by 8<sup>th</sup> November 2015
4. PCA Secretariat to provide feedback on the electronic Posters on 9<sup>th</sup> November 2015
5. Final electronic Posters to be submitted by districts on 10<sup>th</sup> November 2015
6. Electronic Posters presented to Cabinet by PCA Secretariat on 11<sup>th</sup> November 2015
7. District print and bring their posters to PCA meeting on 11<sup>th</sup> November for display
8. Comments from Cabinet obtained and sent to DACs by 13<sup>th</sup> November 2015
9. Final printed posters submitted to OTP for WAD Display by 18 November 2016

### **Tips on preparation of Posters**

- Final poster should be printed on A1 paper on Portrait layout
- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes.
- Format the title in sentence case in 1 -2 sentences
- Make sure that the specific sections are easy to locate on the poster. Do not add bullets to section headings. The use of a bolded, larger font is sufficient for demarcating sections.
- Design the individual sections of your poster so that they can be quickly read - avoid large blocks of text. Neither should the poster contain long sentences. The number one mistake is to make your poster too long. Densely packed, high word-count posters are unattractive.
- Make sure that the type/font size is large enough to be read at a distance of 1.5 meters (five feet). The smallest type should at least be 18 pts for text and 36 pts for headings. Try to keep your word count as low as possible;
- Supporting images (graphs, tables, illustrations, photographs...) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand, and not overloaded with information.
- Make sure there is enough contrast between the color of the type and the poster's background. Avoid dark backgrounds, which make your poster hard to read. It's better to just use a white background.
- Give your graphs titles or informative phrases.
- Whenever possible, use lists of sentences rather than blocks of text.
- Don't clutter the top of your poster with logos rather put them on the bottom of the poster and make them small.



Poster Layout – A1 Portrait

Name of District

District Profile

**Project Title** – 30 words

**Project Results/Outcomes**– 400 words

**Lessons Learnt and Conclusions** –  
300 words

**Project Description** – 200 words

Include pictures if possible

Literature cited

Acknowledgements