



POSTER PRESENTATION GUIDELINES

To communicate the key messages from your abstract effectively, please take the time to read the following guidelines when creating your poster.

PRESENTER CHECKLIST

- Register for Congress
- Poster prepared to correct dimensions
- Velcro to secure posters to poster board

REGISTRATION DETAILS

All presenters are required to register for the Congress. If you have not already done so, please visit <http://www.ranzcp2008.com.au/> and complete the registration form.

GENERAL INFORMATION

All presenters will need to visit the registration desk when they first arrive at the Congress to collect their name badge and other Congress materials.

LOCATION

Poster boards will be located in the You Yangs Hall on Level 3. Your allocated poster number will be displayed on the Message Board near the Registration Desk.
A poster number for identification purposes will be provided to you prior to the Congress on the website. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location.

POSTER PRESENTATION TIME

A poster attendance card will be provided at each presenting author's poster board. This card is designed to be displayed in conjunction with your poster and should list the times the presenting author is available to discuss the poster with Congress delegates. All authors are also encouraged to be near their posters during at least one of the break times.

POSTER SET-UP/REMOVAL TIMES

Set-up of posters – Sunday 25 May between 1600 & 1730. Please ensure your poster is displayed prior to 1730 in time for the Welcome Reception.

It is your responsibility to attach your poster to the poster board. We suggest using Velcro – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.

There will be no Velcro available on site.

Presenters are required to provide their own Velcro.

Removal of posters – Thursday 29 May 1530 – 1700. All poster boards will be removed at 1730. The organisers can take no responsibility for any posters that remain up after this time.

PREPARATION OF POSTERS

The poster should be a visual presentation of your submitted abstract. Posters should meet the following criteria:

TITLE

The title should be the same as in the submitted abstract.

SIZE

The poster must be no larger than **A0 size** (A0 size is 841mm x 1189mm). Orientation of your poster must be in **portrait style**.

LETTERING

The poster should be easily readable at a distance of two metres. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using a mixture of type/font styles.

ABSTRACT (Optional)

The abstract is an abbreviated, accurate representation of the poster. It should be no more than 250 words and summarise the essential information of the poster. Including an abstract with your poster is optional.

HINTS FOR PRESENTERS

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
TITLE	20-24 mm or 100 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.
HEADINGS	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
CONTENT	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however, please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor the Congress Managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your board.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data. Results should be in line with those originally submitted in your abstract.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matte finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

**We wish poster presenters all the best with their presentation.
For further details or assistance please contact The Meeting Planners.**

Email: ranzcp2008@meetingplanners.com.au