

GUIDELINES FOR HARDCOPY POSTER PRESENTATIONS

The IUMRS-ICA Organising Committee welcomes your contribution to the 2019 Conference.

Please take the time to **read these guidelines ahead of time** to ensure your poster is prepared successfully.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for attendance at the Conference. Please refer to your acceptance letter email for instructions on how to register as a poster presenter.

Onsite at the Conference

Poster Presenters are to attend the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

The **registration desk** will be located in the central foyer, level 2 of the Perth Convention and Exhibition Centre (PCEC).

The registration desk will be open at the following times:

Sunday 22 September 2019	0700 - 1730
Monday 23 September 2019	0700 – 1730
Tuesday 24 September 2019	0800 – 1730
Wednesday 25 September 2019	0800 – 1730
Thursday 26 September 2019	0830 – 1600

We encourage you to register as early as possible to allow for easy access into the Conference. **Please bring your confirmation letter with the barcode on it.** You will need to provide this (either a printed copy or on your mobile device) at the registration desk for your name badge to be printed. Your barcode will be sent in a separate email during the week prior to the Conference.

PROGRAM ENQUIRIES

If you have any questions regarding the program or your hardcopy poster presentation, please visit the Program Enquiries Desk which will be located in the speaker preparation room – Level 1, Riverside theatre in the back of house area of the PCEC.

LOCATION OF POSTER DISPLAY AREA

Hardcopy posters will be displayed Monday and Tuesday during the dedicated poster viewing session in the River View and Southern Foyers of the PCEC.

A list of hardcopy posters and allocated poster board numbers will be available in the app for viewing upon your arrival. For identification purposes, a poster board number will be provided to you onsite upon registration. Please ensure that your poster is displayed on the correct poster board on the correct days. Please do not place your poster in an alternate location. The posters will be displayed in themes identified by the Symposia Chairs.

POSTER PRESENTATION TIME

There will be designated poster sessions. To view when your poster viewing is scheduled, please refer to the hardcopy program which will be available in the app and website.

POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your name badge first so that you are able to gain access to the poster area.

All posters will be displayed during the **dedicated poster viewing session Tuesday 24th September 1730 – 1900**.

Set-up of posters: From 0800, Monday 23 September 2019.

Removal of posters: By 1500, Thursday 26 September 2019.

Any posters not removed by 1500 Thursday will be removed by the venue and discarded.

POSTER PREPARATION

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

TITLE

The title should reflect the content of your poster and match your abstract submission.

CONTACT INFORMATION

Names, organisations, telephone numbers, e-mail addresses and the affiliations of all co-authors should appear on the poster.

SIZE

The poster must be no larger than **portrait A0** (841mm × 1189mm) (2.7592ft x 3.9009ft).

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 mixtures of type/font styles. Recommended styles are:

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 contact details for each author.
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 is suggested 32 point maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the poster.

LANGUAGE

Please note that the official Conference language is English. **All posters must be written in English.**

GENERAL ADVICE FOR FIRST TIME POSTER PRESENTERS

- The message that your poster contains should be clear and understandable without the requirement for 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 are found on the floor, the Conference Managers will remove any such items. If you wish to supply handouts you must hand these to delegates personally.
- After the title, the two most important panels are the Introduction and the Conclusion. Based on these two panels, a reader will decide whether to consider the poster details and perhaps talk to the author. These panels need to be very clear, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Any graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matt 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.

Please note that a limited amount of velcro will be supplied for poster authors. If you will require a lot of velcro, we recommend bringing your own additional velcro to attach your poster to the poster boards – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.

**Thank you for your help in making the IUMRS-ICA Conference a success.
For further details or assistance, please contact the Conference Managers.**

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