



## Poster Preparation Guidelines (Electronic Posters)

### ELECTRONIC POSTER INSTRUCTIONS

- If you wish to prepare an Electronic Poster, please email the conference organisers before **Friday 22<sup>nd</sup> March**.
- Electronic posters will be prepared using a PowerPoint template (supplied) and will be displayed on interactive 55inch LCD TV screens. The template will be emailed to you if you select the electronic poster option.
- There are two slides in the template. The first is a title slide. Please include your poster title (as included in your abstract), author names and organisations.
- The second slide is your “poster”. Only two slides (total) are allowed per poster – please don’t add additional slides.
- If using animations, please set to start automatically.
- Video content must be limited to 30 seconds.
- The deadline to submit your Electronic Poster is **Monday 22<sup>nd</sup> April**.

## Poster Preparation Guidelines (Hard Copy Posters)

### HARD COPY POSTER INSTRUCTIONS

1. Poster preparation – maximum size for posters is B1 size (707mm wide X 1000mm high) for **portrait** orientation only.
2. Velcro-friendly display panels will be provided - **please bring your own means to attach your poster. Velcro dots (“hook”) work best**
3. Please do not send posters to the Conference Managers – you will need to bring your poster with you to the Conference.
4. The Conference Managers / Venue cannot store posters at the conclusion of the conference. It is therefore the responsibility of each poster presenter to collect posters by **3.00pm on Friday 17<sup>th</sup> May 2019**.

### SET-UP / PACK DOWN TIMES

Posters can be set-up between 5.00pm – 7.00pm on Tuesday 14<sup>th</sup> May or from 8.00am on Wednesday 15<sup>th</sup> May. If you are only attending part of the conference, please set up your poster during the registration time on the day you are attending. Posters will need to be collected no later than 3.00pm on Friday 17<sup>th</sup> May. Posters will be on display for the duration of the conference. If you are only attending part of the conference, please put up your poster when you arrive, and take it down when you leave.

### REGISTRATION

Please be reminded that it is a condition of acceptance that all presenters (including poster presenters) must be registered attendees (at least for one day) by Friday 22<sup>nd</sup> March 2019.

### ABSTRACTS:

Abstracts for poster presentations will be included in the Program Book, distributed to delegates at the conference. Please advise changes to abstracts by Friday 5<sup>th</sup> April 2019.