



## Guidelines for Preparing and Presenting Posters

Each Poster display board will be identified by a number, please find the poster board corresponding to your poster number which is indicated in the poster listing. If you have any questions on the day please see the registration desk.

**Poster set up time (by presenter):**

**Wednesday 19 September 2018** **7.00am**

All posters are to remain in place for the duration of the Symposium.

**Poster take down time (by presenter):**

**Friday 21 September 2018** **3.15pm – 5.00pm**

**Please note:** The Symposium Secretariat is not responsible for any poster material left at the symposium. The set up and take down of the display/s is solely the responsibility of the presenter. The set up and take down of the displays is solely the responsibility of the presenter. Limited storage will be available onsite. Please visit the exhibition services desk for assistance.

### **Poster Session Viewing Times**

It is recommended presenters are near their poster presentation during catering breaks (morning tea, lunch & afternoon tea) to speak with delegates about their work. There are also dedicated Poster Tours. These times are indicated below and will be advertised in the published programme.

#### **Wednesday 19 September**

Morning Coffee Break	10.05am – 10.35am
Lunch & Poster Viewing	12.30pm – 2.00pm
Afternoon Coffee Break & Poster Tour	3.15pm - 4.15pm
Welcome Reception & Poster Viewing	5.45pm – 7.00pm

#### **Thursday 20 September**

Morning Coffee Break	10.45am – 11.15am
Lunch & Poster Viewing	12.15pm – 1.45pm
Afternoon Coffee Break Tea & Poster Tour	3.00pm – 3.30pm

#### **Friday 21 September 2018**

Morning Coffee Break & Poster Tour	12.00pm – 12.45pm
Lunch & Poster Viewing	12.45pm – 1.45pm

## PDF of Posters

Posters are required to be emailed to [info@inhsu2018.com](mailto:info@inhsu2018.com) by **Friday 24 August 2018** for inclusion in the symposium APP, website and reference material.

**To assist in the marketing and promotion of your poster to symposium delegates, would you please ensure you follow the guidelines set out below:**

- Posters will be displayed according to the poster number and floor plan published in the Symposium Programme.
- Posters will be displayed on a free-standing portrait board. The poster dimensions should be prepared in **PORTRAIT** orientation, a **maximum of 841 mm wide x 1189mm high (Portrait Orientation only)**. The boards are made of a material to which Velcro tape or pins can adhere. Mounting materials will be available at the Registration Desk.
- 1x A4 plastic sleeve will be available at the registration desk if you require it. We encourage you to print off A4 handouts of your poster and place them in the sleeve for delegates to take.
- Presenters are asked to be present at their poster during the poster viewing times to answer questions and discuss aspects of your research. Presenters are also encouraged to advertise their availability to discuss their work at other times during the symposium. Contact details during and after the symposium should also be included.
- In preparing your poster, you should not attempt to detail your entire research history. Present only enough data to support conclusions or to explain the point(s) you wish to make. Data should be kept to a minimum in favour of diagrams and photographs. Aim to put across a simple message in an eye-catching manner.
- **All posters must carry a title.** If a short title different from the published full title is used, the latter should be included as a subtitle in smaller type.
- All text lettering should be large enough to be legible at a distance of 1.5m. Lettering used for titles should be 24-point size minimum (Calibri or Arial are good fonts to use).
- Large type from a word processor, photo-enlarged typing, stencilling, and rub-down letters (e.g. Letraset) are recommended for text and captions. Freehand lettering is not recommended except for last minute alterations. **All text must be in English.**
- Photographs and diagrams should be large enough to be read at a distance of 1.5m.