

Instructions for Preparing Posters – Please read ALL of these instructions carefully

Please note that your poster will be displayed for two days during the Congress. The posters will be located in Hall 4 within the exhibition centre. Further information regarding assembling and dismantling times can be seen below:

Presentation Days	Assemble	Dismantle
Monday – Tuesday	Monday 14 th May 07.00 – 08.45	Tuesday 15 th May 17.00 – 18.00
Wednesday – Thursday	Wednesday 16 th May 07.00 – 08.45	Thursday 17 th May 15.30 – 16.30

All posters will be allocated to one of these display periods and also to two of four Poster Sessions of one hour duration. These have been set aside for discussion and you are asked to be present at your poster for the duration of these sessions.

Details of the display period and poster sessions during which your poster will be displayed will be provided separately by email.

Please bring your poster to Hall 4 at the appropriate assembly time, where information will be provided on the location for you to hang your poster. Please note that Velcro will be provided to allow you to stick your poster to the poster board. Please remove your poster within the applicable dismantle period.

PDFs of posters will be included in the Congress proceedings. **Please forward a copy of the PDF of your poster by 12th March 2012**. This PDF copy is essential as it allows delegates to view your poster electronically and to undertake keyword searches. It also allows session rapporteurs to briefly display highlights from the posters. In many cases it will be the only record of your Congress input since the submission of a scientific paper is optional for poster presenters.

Please note that all poster presenters must be registered and have submitted their poster PDF by 12th March 2012 or their poster will be withdrawn from the programme and their abstract will not be included in the book of abstracts.

In order to efficiently communicate the results of your research to the viewers, you are kindly requested to devote considerable effort in the design of your poster. Please pay attention to details by carefully following the instructions hereby outlined.

- 1 The dimensions of your poster should not exceed 90cm wide x 170cm in length (see sample on next page).
- 2 Avoid putting too much material and text on the poster.
- 3 The heading should have letters at least **35mm high** listing the title of the paper, authors, institution and its location. If necessary, please shorten the heading. The board of your poster will be numbered and viewers will find your poster according to the title of your submitted abstract and number as stated in the final programme.
- 4 Lettering for text and illustrations should be at least **10mm high**, or typed with a bulletin typewriter.
- 5 Divide your poster into sections, typically: Introduction, Objectives, Methods, Results, Discussion and Conclusions. Each of these sections should be numbered in sequence with numbers 35mm high to guide the reader through the poster.
- 6 The introduction should contain 3 to 5 telegraphic sentences outlining essential information necessary to understand the study and why it was done.
- 7 The objectives of the study, the questions to be asked or the hypothesis to be tested should be clearly stated in as few words as possible.

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- 8 Outline your methods briefly, provide reference to previous methods and details only for new methods or important modifications of older ones.
- 9 Results should be presented as graphs or tables. They should be self-explanatory and therefore please provide a clear legend including symbols. You may also want to provide an interpretation of the results below each panel.
- 10 The discussion (if necessary) and conclusions should be succinctly stated on large type. Many viewers read this first, hence it should be easy to understand.
- 11 Please include a photograph of the presenting author and a contact email address on your poster
- 12 Please note that Velcro will be provided to allow you to stick your poster to the poster board.

Sample of Poster

