

POSTER PRESENTATION GUIDELINES

To communicate the key messages of your poster presentations, please take the time to read the following instructions.

REGISTRATION DETAILS

All speakers, oral presenters and poster presenters are required to register for the Symposium by the author registration deadline of **24th May 2010**. Alternatively to receive the early bird registration rate presenters must register by **10th May 2010**. To register please visit <http://www.ifes2010.org> and complete the delegate registration form.

SYMPOSIUM CHECK-IN

All speakers will need to register at the registration desk when they first arrive at the Symposium to collect their name badge and other related materials. The registration desk will be located in the foyer of the Crowne Plaza Coogee Beach hotel.

LANGUAGE

Please note that the official Symposium language is English. All presentations must be made in English.

LOCATION

A poster board with a number for identification purposes will be provided onsite upon registration. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location.

POSTER PREPARATION RECOMMENDATIONS

Your poster presentation should be a visual presentation of your submitted abstract. All posters should include the following information:

Title, authors and affiliation(s)

Size - The poster must be **A0 poster size** (841mm wide × 1189mm high – portrait style).

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

AFIXING YOUR POSTER

Velcro to attach your poster to the presentation board will be available from the Registration Desk. The use of pins to secure posters is not effective as the poster boards are covered in a felt material.

POSTER SOCIAL

A poster social will be held on **Tuesday 6th July from 18:00 – 20:00**. This will be an opportunity for you to discuss your poster with colleagues in a relaxed environment.

GENERAL ADVICE FOR THOSE WHO HAVE NOT PREVIOUSLY SUBMITTED A POSTER

- 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 Symposium Managers will remove it. However, 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. 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 matt finish on photographs gives better visibility. We recommend that images be no smaller than 12cm x 18cm.
- Use the opportunity to draw your audience into further about your research.

We wish authors all the best with their poster presentation. For further details or assistance, please contact the Symposium Managers.

Professor Simon Ringer (Chair) and the IFES 2010 Local Conference Organising Committee
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