



## POSTER PRESENTATION ADVICE

In order to communicate your ideas from your abstract effectively, please take the time to read the following instructions prior to preparing your poster.

### REGISTRATION DETAILS

All poster presenters are required to register for the Congress by **Wednesday 29 May 2009**. To register, please visit [www.intecol10.org](http://www.intecol10.org) and complete the online 'Author Registration'. To access your registration please use your personal access key as shown on your acceptance letter.

### CONGRESS CHECK IN

Presenters will need to present at the registration desk when they arrive at the Congress to collect their name badge and Congress materials. The registration desk will be located in the Main Foyer of the Brisbane Convention and Exhibition Centre.

### LOCATION

All poster boards will be located in the **Exhibition Hall (Great Hall 3 & 4) and the Main Foyer of the Brisbane Convention and Exhibition Centre**. A poster board number for identification purposes will be supplied with your registration materials. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location.

### POSTER PRESENTATION TIME

During poster sessions (Monday – Thursday 1600 - 1730), authors of posters are encouraged to stand next to their poster to answer questions from delegates. You will be informed of your allocated day at a later stage. *Please check the INTECOL website in the coming months for your allocated day.*

If authors are not able to present during their allocated session, the Congress Managers encourage authors to display their poster attendance card alongside their poster, as this will provide delegates with the times you will be available to discuss your poster display. Poster attendance cards will be supplied within author's registration packs.

### PREPARATION OF POSTERS

Posters should be a visual presentation of your submitted abstract.

Posters should meet the following criteria:

#### TITLE

The title should be the same as indicated in the original abstract.

#### CONTACT INFORMATION

Name, telephone number, E-mail address and website of all authors should appear on the poster.

#### SIZE

Posters must be no larger than **1 metre wide x 2 metres high (39.4 x 78.7 inches)**. Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Congress. It is therefore necessary that the poster adheres to the specified measurements.

#### LETTERING

The poster should be easily readable at a distance of two metres.

## RECOMMENDATIONS OF FONT SIZE

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
<b>TITLE</b>	20-24 mm or 100 point maximum	Title Case / <b>Bold</b>	At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.
<b>HEADINGS</b>	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
<b>CONTENT</b>	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.

## GENERAL ADVICE FOR THOSE WHO HAVE NOT PREVIOUSLY PRESENTED A POSTER

- The message that your poster conveys should be clear and understandable without the need 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. Handouts or poster packaging left on the floor will be removed. If you wish to supply handouts you must provide a holder that can be attached to your poster board with velcro.

**Velcro dots will be supplied to attach your poster to the poster board. Pins securing posters are not effective as the poster boards are covered in a felt material.**

***We wish poster presenters all the best with their presentation. For further details or assistance please contact the Congress Managers.***