



INFORMATION FOR POSTER PRESENTERS

RANZCO CONGRESS 2017 Conference Office:

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INTRODUCTION

The Congress Committee thanks you for agreeing to present at the upcoming **RANZCO Congress 2017 to be held at the Perth Convention & Exhibition Centre**, Perth from 28 October – 1 November 2017.

If you are presenting a **Poster Presentation**, this document has been prepared to assist you with planning a successful presentation at RANZCO Congress 2017.

CHECKLIST

Item	Due date
Register and pay registration fees*	Prior to the Congress
Organise the printing of your poster*	Prior to the Congress
Prepare any handouts to distribute to delegates (if applicable)	Prior to the Congress

*mandatory

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REGISTRATION

All poster presenters must have registered and paid the applicable registration fees and must be able to present at the Congress (or have a co-author present) in order to remain in the program. Poster presenters who fail to pay registration fees risk being removed from the program at the discretion of the Program Committee. There is no reduced registration fee for presenters. Please go to the Registration page on the Congress website at <http://ranzco2017.com/registration/> to register.

You are advised to consult the *Hints and Tips* from Prof Charles McGhee on preparing your poster presentation (included on page 6 of this document).

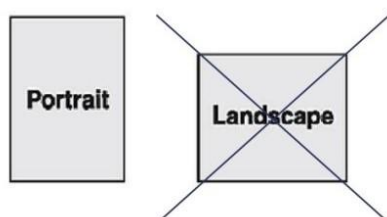
ABOUT YOUR POSTER PRESENTATION

1. POSTER SPECIFICATIONS

All posters should be an interesting visual presentation of your submitted abstract. Posters should meet the following criteria:

Dimensions

- **The poster must be no larger than AO size (AO size is 841mm x 1189mm).**
- Orientation of your poster must be in **portrait style**.



Presentation Time

The official Poster Presentations will be on **Monday 30 October 2017 from 17:30 – 18:30**. During this time you are expected to be near your poster to be able to answer questions and discuss the content of your poster with delegates.

You may also use a poster attendance card that will be provided at each presenting author's poster board to note specific times when you will be available at your poster board, either during breaks or during concurrent sessions.

There will also be space on the card for you to provide contact details, should delegates wish to discuss your poster with you further. Providing your contact details is optional.

Set-up of Posters

The posters will be on display for the duration of the Congress at the rear of the Exhibition Hall. Please bring your poster with you on the day of your registration (unless you have arranged for it to be printed by **MBE Perth CBD** in which case it will be delivered to the Congress venue). Ensure your poster is displayed prior to 10:00 in time for the first break of the Congress day (Sunday 10am if attending the entire Congress). Or if you are around on Saturday afternoon, you can hang your poster up after 12pm, however you must wear a safety vest and closed toe shoes.

It is your responsibility to attach your poster to the poster board. Special re-usable poster clips will also be available for purchase at a cost of AU\$10 from the Congress registration desk.

Alternatively, please bring Velcro tape/Velcro dots to attach your poster to the display board. Drawing pins should not be used.

There will be no Velcro available on site.

Removal of Posters

Posters must be removed on Tuesday afternoon by 4pm (by the end of afternoon tea), as the exhibition area will be dismantled after this time. The poster boards will be dismantled from 4:00pm on Tuesday and the organisers take no responsibility for any posters that remain up after this time.

Poster Prize

Prizes will be awarded to posters based on quality and originality of content and presentation.

Recommended Poster Printer

For presenters who wish to have their posters printed and delivered prior to the commencement of the Congress, **MBE Perth CBD** can provide this service (including delivery to the Perth Convention Centre) for a fee of:

- **A0 Poster (1189mm x 841mm) without laminate AU\$35** inc GST - printed 1 side on 160gsm satin
- **A0 Poster (1189mm x 841mm) with laminate AU\$50** including GST -printed 1 side on 160gsm satin

INSTRUCTIONS:

1. Ensure your poster is formatted to AO Portrait
2. Save your artwork as a high resolution PDF file
3. Send the file as a high resolution PDF (UP TO 20mb) at 1189mm x 841mm, to perthcbd@mbe.com.au by **Monday 16th October 2017** and clearly state in the email:

EVENT NAME: 49th RANZCO Congress

PRESENTER NAME: <insert your name>

VENUE: PCEC

ATTENTION: 49th RANZCO Congress 2017

4. Arrange payment directly with **MBE Perth**

Handouts

If you wish to provide materials for delegates at the Congress, you need to bring these with you as there will be limited photocopying facilities at the Congress. 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 Congress Managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your board.

2. POSTER PROGRAM

Poster Program

The poster program will be available on the website closer to the Congress.

Only presenters will be listed on the website program and program handbook. If you are a co-author or author, your name will not appear on the website program. However, it will be published on the abstract site as a supplementary issue to *Clinical and Experimental Ophthalmology* on the Wiley Online Library.

Only authors or co-authors can present at the Congress. If you are not a listed co-author and are presenting the poster on behalf of one of the authors, please contact the Congress Office for prior approval through the Program Committee.

Withdrawals Policy

If you choose to withdraw your poster, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters about the poster being withdrawn.

- **Important Notes:**

A withdrawn poster will not be reinstated

If you accept the invitation to present a poster and do not 'show', you will be banned from presenting for five years.

On Congress Day

Date of Congress: 28th October – 1st November 2017

Set up of posters: Prior to 10:00 in time for the first break of the Congress day (Sunday 10 am)

Pack down of posters: By 4pm on Tuesday 31st October 2017

Venue: Rear of the Exhibition Hall, Perth Convention and Exhibition Centre.

Congress Venue:

Perth Convention and Exhibition Centre (PCEC)
21 Mounts Bay Road
Perth WA 6000
www.pcec.com.au



Registration and Name Badges

The RANZCO 2017 Congress Registration is located at the PCEC MCEC and will operate during the times listed below:

Saturday 28 October:	11:00 – 19:30
Sunday 29 October 2017:	07:00 – 17.30
Monday 30 October 2017:	07:00 – 18.30
Tuesday 31 October 2017:	07:00 – 17:30
Wednesday 1 November 2017:	07:00 – 12:00

On arrival at the Congress, please collect your badge and other materials at the registration desk. Friendly staff will be on hand during the opening hours advised above, to answer your questions and provide information about the Congress, venue and surrounds.

Getting to the Perth Convention and Exhibition Centre

The PCEC is located in the heart of Perth city. The location provides quick and easy access by car, train, bus or taxi. Please click on the following link for further information:

<http://www.pcec.com.au/getting-to-pcec>

Further Information

If you require any further information about registration, program or venue, please visit the Congress website at <http://ranzco2017.com/> or contact the Congress Office at ranzco@thinkbusinessevents.com.au or 02 8251 0045.

HIINTS & TIPS for POSTER PRESENTATIONS – KEY POINTS TO CONSIDER

from Prof Charles McGhee

Perfecting posters

Because posters are:

- Plentiful
- Usually static
- Often without authors on hand
- Predominantly visual

It is important that posters must:

- Be instantly interesting
- Be readable within 2 minutes
- Minimise text
- Maximise figures/graphs/illustration
- Have a clear message
- Declare all affiliations and sponsorships

Attracting your audience - Poster design

Poster title, whenever possible should invite / entice as well as inform

Heading should include authors and affiliations

Inclusion of figures/images should relate both to sections of poster and overall appearance

Poster Design

- Should have same sections as a scientific paper and these should be highlighted:
 - Introduction/background (brief)
 - Materials/Patients and methods (include description of statistics)
 - Results
 - Discussion (brief)
 - References (typically 10 or less)
- One piece poster is better than several sections
- Lamination improves durability
- Can be constructed on most PCs or Macs and provided in layout form to printer
- In house or home made? – remember appearance is important since posters are visual and it might be worth considering professional layout

Poster layout

Keep graphs simple

On the day

- Be prepared to answer questions
- Consider supplying A4 copies of your poster materials to interested parties
- Making useful contacts

Guidelines on Poster Format

Title

- The title should be at the top of the poster and must be the same as in the submitted abstract
- 20-24 mm or 100 point maximum
- Upper and Lower Case

Headings

- 48 point is suggested - 60 point maximum
- Heading should include authors and affiliations
- Title Case Headings such as “Introduction”, “Methods”, “Results”, “Discussion” and “Conclusions” are useful

Content Lettering

- The poster should be easily readable at a distance of two metres. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using a mixture of type/font styles.
- 24-28 point - 32 point maximum
- Single spaced Upper and Lower Case
- The text should be brief throughout
- Any description of methods should be simple and concise

Content

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- 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. Avoid large tables of data. 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 matte finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.
- Disclosure – Disclosures must be at the bottom of the poster. For example: ‘Supported by a grant from..’