



GUIDELINES FOR PREPARING AND PRESENTING POSTERS

The poster display area will be identified by numbers so that you are able to find the number corresponding to your poster which will be provided at a later date. If you have any questions on the day please make your way to the registration desk

Poster set up times (by presenter):

Wednesday 17 September 2014: 12.30pm – 1.45pm

All posters are to remain in place for the duration of the Viral Hepatitis Conference.

Poster take down times (by presenter):

Friday 19 September 2014: 3.00pm – 5.30pm

Please note: The Conference Secretariat is not responsible for any poster material set up or poster material left at the conference. 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:

Poster presenters are requested to be present beside their poster during the catering breaks (morning tea, lunch & afternoon tea) where possible in order to speak with delegates about their work. There will also be dedicated poster viewing times during lunch. These times are indicated below and will be advertised in the published program.

Wednesday 17 September 2014

Registration	12.30pm – 1.45pm
Afternoon Tea	4.00pm – 4.30pm
Welcome Reception & Poster Viewing	6.00pm – 7.30pm

Thursday 18 September 2014

Morning Tea	10.00am – 10.30am
Lunch	12.00pm – 1.00pm
Afternoon Tea	3.30pm – 4.00pm

Friday 19 September 2014

Morning Tea	10:30am – 11:00am
Lunch	12.30pm – 1.30pm

****Please note: The above times are a guide only. Please ensure you refer to the timing on the Conference program made available on the day.***

PDF of Posters

Posters are required to be emailed to info@hepatitis.org.au by Friday 15 August for inclusion on the conference website.

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

Would you please ensure that you follow the guidelines below:

- Posters will be displayed according to the poster number and floor plan published in the Conference Program and Abstract book.
- Posters will be displayed on a free standing horizontal board. The poster dimensions should be a maximum of **850mm wide x 1100mm high (PORTRAIT)**. The boards are made of a material to which Velcro tape or pins can adhere. Limited tape will be provided.
- This year the conference organisers will be supplying plastic sleeves on all Poster boards we encourage you to print off some A4 handouts of your poster and place them in the sleeve for delegates to take.
- Presenters are asked to be in attendance at their poster during the poster viewing times shown above to answer questions and discuss aspects of your research. You are also encouraged to advertise on your poster other times when you are available to discuss your work. Contact details during and after the Conference 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 (Times New Roman or Arial are good fonts to use).
- Large type from a word processor, photo-enlarged typing, stencilling, and rub-down letters (eg, 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.