

## Presenter Guide – Poster

Poster presentations will be held from Tuesday – 29 July 2014 to Friday – 1 August 2014 at the Royton Hall (Level 3), and Foyers (Level 1 and Level 2). Poster boards are pre-assigned and marked with your Abstract ID. Please feel free to approach the Poster Help Desk for assistance.

### 1. Poster Display and Viewing

<b>Poster Viewing/ Interactive Forum from 16:00 to 18:00</b>	<b>Poster set-up 10:30, must be completed by 12:30</b>	<b>Poster tear down 18:00, must be completed by 18:30</b>
Conference Day 2	Tuesday, 29 July	HS, ST
Conference Day 3	Wednesday, 30 July	PS, BG, AS1
Conference Day 4	Thursday, 31 July	AS2, IG
Conference Day 5	Friday, 1 August	OS, SE

### 2. Prepare Your Poster

Each presenter is provided with a 2.1 metre high by 0.9 metre wide poster board. The presentation must cover the same material as the abstract submitted. Vertical/ Portrait format in A0 size is suggested. A0 Size Poster Measures: 841mm width x 1189mm height.

- Place your Abstract ID, Abstract Title and Authors' names prominently at the top of the poster to allow viewers to identify your abstract easily. **Presenter's Name must be underlined and in Bold Letterings.**
- Authors' names, e-mails and address information must be provided for in case the viewer is interested in contacting you for more information.
- You have complete freedom in displaying your information in figures, tables, text, photographs, etc in the poster.
- Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

### 3. Set Up Your Poster (See also 1 above)

- Posters should be set-up by 12:30pm of the assigned day
- Posters are scheduled to be on display from 10:30 to 18:00 for a day.
- Interactive forum is as scheduled and presenters are required to be at their posters during poster viewing times.
- Adhesive tapes and scissors are available at the Poster Help Desk nearby. If you have special needs for your poster presentation, please bring those supplies with you to the meeting.

### 4. Remove Your Poster

- Posters must be removed after the viewing time by 18:30pm, latest.
- After this time, posters remaining on the boards may be removed and discarded by cleaners. AOGS will not be responsible for posters and materials left on poster boards after the stated hours.