



Melbourne Convention Centre
12 – 14 April 2010
www.FMD2010.com.au

BRIEFING NOTES FOR POSTER 5 MINUTE ORAL PRESENTERS

The Foot and Mouth Disease International Symposium and Workshop Organising Committee and Scientific Committee welcome your contribution to the FMD 2010 Symposium.

In order to ensure that your poster presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these briefing notes ahead of time** to ensure your presentation is successful.

GENERAL INFORMATION

Poster presenters will need to register at the registration desk when they first arrive at the Symposium to collect their name badge and other related materials. From there, speakers will be directed to the Poster Display area where you can erect your poster.

If you have any queries regarding the program or your presentation, please visit the Registration Desk located on level 2 in Foyer 3. The desk will operate during the following times:

Monday 12 April 2010..... 0730 – 1730
Tuesday 13 April 2010..... 0830 – 1730
Wednesday 14 April 2010.....0800 – 1730

POSTER DISPLAY

Poster boards will be located in the exhibition & catering area located on Level 2 in **Meeting Room 219 & 220**. A list of posters and allocated numbers will be available on the message board near the Registration Desk for viewing upon your arrival and will also be listed in the Program Book which you will receive onsite.

Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location.

Posters will be displayed for the duration of the Symposium. You may display your poster from 1030 on 12 April 2010 till 1600 on 14 April 2010.

Please collect your posters between 1600 and 1730 as after this time your posters (if not collected) will be removed and discarded.

TIME ALLOTTED FOR POSTER PRESENTATIONS

As per the program, you have been asked to present a 5 minute oral presentation relating to your poster during one of the lunch breaks on either Day 1 (Monday 12 April 2010) or Day 2 (Tuesday 13 April) of the Symposium. These presentations are scheduled to be run between 1345 and 1415 in **Meeting Room 212 or 213**. Please refer to the Symposium website for which day you will be presenting.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located on Level 2 in **Meeting Room 214, near the Registration Desk**.

The Speakers Preparation Room will be open during the following times:

Monday 12 April 2010..... 0730 – 1730
Tuesday 13 April 2010..... 0800 – 1730
Wednesday 14 April 2010..... 0800 – 1730

Poster 5 minute oral presenters are asked to load/check their presentation **at least 3 hours prior** to their session commencing to ensure the presentation is checked and tested.

The Melbourne Convention and Exhibition Centre have installed new electronic lecterns. You will be briefed on how to use this system when you meet with the audio visual technicians.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in the plenary room:

- One projection screen
- One PC Compatible electronic lectern, which operates as a computer
- One data projector
- Microphone attached to the lectern
- Capabilities to play Videos and DVD's

Overhead and Slide Projection will not be available.

Should you require additional equipment it is essential that you contact the Symposium Organisers to discuss your requirements. Requests will try to be accommodated however cannot be guaranteed.

A technician will be available on site to handle any problems that may arise.

POWERPOINT PRESENTATIONS

Poster 5 minute oral presenters are strongly encouraged to email PowerPoint presentations to the audio visual technicians **prior to** the Symposium to fmd2010@arinex.com.au (maximum 10MB). Please ensure you format the slides to a ratio of 16:9 not 4:3 to avoid black edges around the slides. The following versions of Microsoft PowerPoint software will be accepted: 1997, 2000, 2003 and 2007.

You may wish to provide your PowerPoint presentation on site. If so, please ensure you visit the Speaker Preparation Room **at least 3 hours prior to** the start of your session.

If you email through your presentation, you are still required to visit the Speaker Preparation Room to check your presentation and receive information on using the electronic lecterns.

If you have any questions in regards to this process please email these directly to fmd2010@arinex.com.au

SPEAKER & CHAIR PROCEDURES

- Please be in the plenary room **no later than 10 minutes before** the start of your session to meet the Chair and check in with the audio visual technician.
- Your presentation will be set up on the electronic lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation or as directed by the Chair.
- The Chair will time your presentation and give you a warning at 2 minutes remaining and at time up.

PRESENTATION TIMES

It is **extremely important** to keep the program to time for respect to the other Poster 5 minute oral presenters.

Should one of the presentations in your session be cancelled or the speaker is not present, the session will continue with the next speaker available even if the session finishes early. The same policy applies if a speaker should finish their presentation earlier than expected.

Your question time is basically allocated in the plenary discussion session of the day. However, at the Chair's discretion, no more than one question may be invited from the audience.

POSTER SET-UP/REMOVAL TIMES

In order to set up your poster, you will need to register first and collect your name badge in order to gain access to the Symposium areas.

- Poster boards will be constructed and numbered in sequence in Meeting room 219 & 220.
- Set-up of posters – 12 April 2010 at 1030
- Removal of posters – 14 April 2010 at 1600 – 1730 (All posters will be discarded after this time)

PREPARATION OF POSTERS

Posters should meet the following criteria:

TITLE

The title should match your abstract submission.

CONTACT INFORMATION

Name and organisation of the corresponding author and the affiliations of all co-authors should appear on the poster.

SIZE

The poster must be no larger than **portrait A0** (i.e. 84.1cm x 118.9cm or 2.759ft x 3.900ft).

LETTERING

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

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

RECOMMENDATIONS

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
TITLE	2.0-2.4 cm or 100 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the authors and the contact details for the corresponding author.
HEADINGS	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
CONTENT	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 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 Organisers will remove it. If you wish to supply handouts you must hand these to delegates personally.
- After the title, the two most important panels are usually 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.
- Use pictures, symbols and colours. 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. 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.

Please note that **velcro** is required to attach your poster to the board – the use of pins to secure posters is not effective. You must bring your own Velcro (hooks and loops) as this will NOT be supplied to you.

LANGUAGE

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

FURTHER ASSISTANCE

If you require further assistance, please contact the Symposium Organisers, **arinex** at:

Email: fmd2010@arinex.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

*Thank you for your help in making the
Foot and Mouth Disease International Symposium and Workshop a success*

www.FMD2010.com.au