



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

## **BRIEFING NOTES FOR POSTER 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 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 in the program book.

Please be sure to obtain your poster board number upon registration. 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**

Your poster will be displayed for the duration of the Symposium.

As per the program, you are asked to stand by your poster during the second half of the lunch break on either Day 1 or Day 2 of the Symposium to enable a chance to interact with interested delegates. Please refer to the Symposium website for which day you are required to stand beside your poster.

### **POSTER SIZE**

Due to poster board restrictions your poster cannot be larger than portrait A0 (84.1cm x 118.9cm) (2.759ft x 3.900ft).

### **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

## PREPARATION OF POSTERS

Posters should meet the following criteria:

### TITLE

The title should reflect the content of your poster and 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** (84.1cm x 118.9cm) (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
<b>TITLE</b>	2.0-2.4 cm 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 details for the corresponding author.
<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 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](mailto: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](http://www.FMD2010.com.au)