



## Poster Presentation Guidelines

### Poster Presentation

Posters will be displayed in the Main Conference Room or Exhibition Area. Delegates will have the opportunity to view the posters during morning / afternoon tea, and lunch.

**Please note:** at least one poster author must be a registered delegate attending the conference for the poster to be included. There will be no oral introduction of posters this year.

### Poster Size

The posters will be displayed on room divider/poster display boards (2.3m height x 1.2m width) with one side of each divider dedicated for a single poster. You should plan to keep your poster information to an A0 poster size of approximately 120cm height by 84cm width (in portrait orientation). This is the size that people generally expect to see and there are poster templates available to assist in preparation, and poster production services will generally handle posters of this size.

### Preparation Information

Poster authors may prefer to have their posters made by their preferred supplier, however we can recommend Uniprint who are located in Dunedin, New Zealand who are experienced at printing academic posters and can arrange to have your poster delivered to the venue. More information on Uniprint poster production is available here <http://www.otago.ac.nz/uniprint/offer/poster-printing/index.html>

### Pack in, Pack Out

Authors need to ensure that they have Velcro (hooked side) attached to the back of their posters at least 24 hours before the event to ensure adhesion.

Poster authors are required to have their posters set up on Friday evening prior to the first plenary session on Saturday morning. Posterboards will be numbered with authors abstract id. Please refer to your poster number in the Conference Handbook (there will also be a printed guide in the poster display area). The Registration Desk will be able to store your poster tube, please ensure that this is clearly named.

Authors may take down their posters after the final meal break on the last day and poster tubes will be made available for collection at the registration desk on Sunday at lunchtime.

Please address any queries on posters to the Conference Organiser [sally@events4you.co.nz](mailto:sally@events4you.co.nz)