INFORMATION FOR PRESENTERS (Posters and Talks)

1. Poster Presentations

Important

• All Posters will be displayed in the foyer directly outside the session room.

• Each board will be labeled with the corresponding poster number.

• At the entrance to the session room, a ‘technical office’ will be organised for both exhibitors and poster presenters. There you will be provided with the necessary material.

Format

• The usable surface on the poster board will be 100 cm width x 150 cm height (approx. 40 x 59 inches).

• Registrants should bring their own adhesive velcro to attach their poster, although a limited amount will be made available in an emergency.

• Each poster should clearly contain and indicate the following:
  - Title, list of authors with presenting author underlined, and affiliation should be indicated in the top banner.
  - Introduction, methods, results, conclusion and references.
  - The lettering of the poster heading should be at least 2.5 cm high (approx. 1 inch). Detailed information should be provided in a smaller letter type, but remember that your text must be easily readable from a distance of at least 1 meter.
  - All posters must be written entirely in English.

Schedule

• Posters will be on display from Wednesday December 4 to Friday December 6, 2002 between 9.00 am and 5:00 pm.

• You will find your poster board number in the final program, that you will receive at the registration desk.

• All posters must be removed on Friday December 6, 2002 at 5:00 pm. Posters not removed, will be removed by the conference staff and discarded.
Presence at Posters

In order to enable discussion and interaction with other participants, we request that you are at your poster board between:

- 12:30pm and 1:30 pm the day your presentation is scheduled (see final program).
- If this is not possible, please leave a note on your poster board detailing the times when you will be present at the board.

2. Oral Presentations

Important

- If you are not able to present your talk, it is essential that you contact the scientific secretariat (daleN@qimr.edu.au) immediately to notify them of any change of presenter or withdrawal.

Speaking Time

The chairpersons of your session will be strict in allowing no more than the time allotted to your paper. Remember to allow some time for the changeover of speakers and chairperson's introduction, and for questions and discussion.

- For 30 minute slots we suggest 25 minutes maximum speaking time.
- For 15 minute slots we suggest 13 minutes maximum speaking time.
- For 10 minute slots we suggest 8 minutes maximum speaking time.

Please rehearse your talk to make sure it will fit comfortably into the available time. Make yourself known to the chairpersons and/or the room assistant in your session room before the beginning of the session.

Projection and Technical Setting

- The conference room is exclusively equipped with a data projector and Windows®-PC (no Macintosh machines). You will not be able to use your own laptop or notebook.
- File Format: Microsoft® PowerPoint™ presentation type PowerPoint Show formatted for Windows® (PC) only.
- It is essential that you save your PowerPoint presentation as type PowerPoint Show with your SURNAME, eg. smith.pps, and email it to Dale Nyholt (daleN@qimr.edu.au) no later than 12 noon, Monday December 2 2002 (Brisbane time).
  - In extreme cases, the organising committee may allow you to bring your presentation on a CD-ROM or floppy disk formatted for Windows® (PC), which MUST be loaded at least 2 hours prior to your session.
However, you must contact Dale to organise this. You may want to carry a second disk as a back-up and/or set of slides in case there is any insoluble technical problem.

- If you can only use **35mm slides** (single projection), please **contact Dale ASAP**.
- The portable PC will be on the speaker desk and will be handled by the speaker her/himself. If the speaker needs assistance, a technician will be in the meeting room.

**General Information**

Like all of us, you will have sat through many conference talks, some good and some bad. We have all been to talks which failed to communicate their message because the speaker spoke impossibly fast, perhaps in a very indistinct way, or flashed through large numbers of slides so crammed with detail that nobody could follow them. So please:

- Plan an average of no more than 1 'slide' per minute, in most cases.
- Keep your PowerPoint presentations simple. In text slides, use no more than seven lines per slide, with ample space between the lines, and no more than seven words per line in suitably large lettering.
- Leave sufficient space between the text and the edge of the slide/screen. Some data projectors may not display the very border of the slide/presentation.