



Cairns Convention Centre
2 – 5 June 2010
www.rsa2010.org.au

BRIEFING NOTES FOR TOP TEN POSTER PRESENTERS

The 38th Annual Renal Society of Australasia Conference Organising Committee and Abstract Committee welcome your contribution to the RSA 2010 Conference.

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 Conference to collect their name badge and other related materials. From there, poster presenters will be directed to the Poster Display area where you can put up your poster.

If you have any queries regarding the program or your poster presentation, please visit the Registration Desk located on the ground floor. The desk will operate during the following times:

Wednesday 2 June 2010 0800 – 1600
Thursday 3 June 2010 0630 – 1630
Friday 4 June 2010 0630 – 1700
Saturday 5 June 2010 0815 - 1500

POSTER DISPLAY

Poster boards will be located in the exhibition & catering area located on the **ground floor in Hall 2**. A list of posters and allocated numbers will be available on the message board near the Registration Desk for viewing upon your arrival.

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 Conference. You can set up your poster from 1500 until 1830 on 2 June and 0900 until 1000 on 3 June. Posters must be in place by 1000 on 3 June. Posters are to remain up for the final lunch break on 5 June however must be removed before 1330.

After this time your posters (if not collected) will be removed and discarded.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located on Level 1 in the **Media Room, next to the Registration Desk**. The Speakers Preparation Room will be open during the following times:

Wednesday 2 June 2010 1200 – 1600
Thursday 3 June 2010 0630 – 1630
Friday 4 June 2010 0630 – 1700
Saturday 5 June 2010 0815 - 1500

Top 10 poster presenters are asked to load/check their 3 minute PowerPoint presentation **at least 3 hours prior to** their session commencing to ensure the presentation is checked and tested.

TIME ALLOTTED FOR POSTER PRESENTATIONS

As per the program, you have been asked to present a 3 minute **oral presentation** related to your poster on Thursday 4 June 2010. These presentations are scheduled to be run between 1115 and 1225 in Meeting Room 4 and 5.

AUDIO VISUAL EQUIPMENT

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

- One projection screen
- One PC
- One data projector
- Microphone attached to the lectern
- Capabilities to play Videos and DVD's
- Q&A microphone on stand
- Warning light system

Overhead and Slide Projection will not be available.

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

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

POWERPOINT PRESENTATIONS

Top Ten Poster presenters are strongly encouraged to provide your PowerPoint presentation on site. Please format the slides to a ratio 4:3. The following versions of Microsoft PowerPoint software will be accepted: 1997, 2000, 2003 and 2007.

Please ensure you visit the Speaker Preparation Room **at least 3 hours prior to** the start of your session.

If you have any questions in regards to this process please email these directly to RSA2010@arinex.com.au

SPEAKER & CHAIR PROCEDURES

- Please be in the session room **no later than 15 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 ready in the room ready for the speaker or chair to click on the presenter's name. If you are not familiar with this process, 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 1 minutes remaining and at time up.

Time Guidelines

Session Time (block of 3 poster presentations) – 15 minutes
Chair's introduction of the speaker and the poster – 1 minute
Poster author presents – total of 3 minutes Chair to provide warning at 2 minutes
Chair provides end of session warning to speaker at 3 minutes and announces this to the audience and invites delegates to line up at the microphone if they have questions. Chair to facilitate questions for a maximum of 1 minute and thank the speaker
Total 5 minutes per poster This is repeated two more times allowing for three poster presentations
After 3 poster presentations the Chair will announce to the audience there is now 5 minutes to change rooms if they wish before the next session commences. Those wishing to stay in the room can relax.
Chair to time the break and at 5 minutes call the audience to attention and repeat above steps

The warning by the chairperson will take the form of a warning light showing on the lectern with a quiet noise.

PRESENTATION TIMES

It is **extremely important** to keep the program to time for respect to the other Top Ten poster 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.

Question time is at the Chair's discretion.

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 Conference areas.

- Poster boards will be constructed and numbered in sequence in Hall 2.
- Set-up of posters – 2 June 2010 from 1500 – 1830 or 0900 – 1000 on 3 June
- Removal of posters – 5 June 2010 from 1300 – 1330 (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). **Please ensure that your poster does not exceed this size.**

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 Conference Managers will remove it. If you wish to supply

handouts you must hand these to delegates personally or place them in a plastic pocket or similar and attach to the poster board.

- 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.

Headings should be a minimum of 48 point size

Whereas, 28 point size is suitable for text

Please note that **Velcro** is required to attach your poster to the board – 6 Velcro dots will be provided to you upon registration. If you require more Velcro than this you will be required to supply it.

LANGUAGE

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

FURTHER ASSISTANCE

For more information and presentation tips please visit <http://www.rsa2010.org.au/prog.php>

If you require further assistance, please contact the Conference Managers, **arinex** at:

Email: RSA2010@arinex.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

*Thank you for your help in making the
38th Annual Renal Society of Australasia Conference a success*

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