



# IAMRA

20–23 SEP 2016

Melbourne Australia

## 12th International Conference on Medical Regulation

Medical regulation – Making a difference

### Guidelines for poster presentations

The IAMRA 2016 Conference Organising Committee welcomes your contribution to the 2016 conference.

Please take the time to **read these guidelines ahead of time** to ensure you are completely prepared and your involvement is successful.

#### Registration details

##### Prior to the conference

All presenters are required to register for the conference. To register please visit [www.iamra2016.org/registration](http://www.iamra2016.org/registration) and complete the delegate registration form. There is no special registration rate for presenters.

##### Onsite at the conference

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. If you have any questions about the program or your poster, please ask staff at registration.

The **registration desk** will be located on **level 2** of the **Melbourne Convention Centre**. The desk will operate during the following times:

Monday 19 September 2016.....	0800 – 1700
Tuesday 20 September 2016.....	0800 – 2000
Wednesday 21 September 2016... ..	0730 – 1700
Thursday 22 September 2016.....	0730 – 1700
Friday 23 September 2016.....	0800 – 1330

#### Location of poster display area

Poster boards will be located in the catering area on **level 2**, in **rooms 219** and **220** at the **Melbourne Convention Centre**.

A list of posters and allocated numbers will be available online on the IAMRA 2016 program page as well as on the message board near the registration desk for viewing upon your arrival. For identification purposes, a poster board number will be provided to you onsite upon registration. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in another location.

### Poster presentation time

You are encouraged to stand by your poster during poster viewing/refreshment breaks and liaise with delegates browsing the poster area. Upon registration you will be provided with an information card on which you will be able to notify delegates of your availability each day. This can be attached to the board next to your poster.

### Poster set-up/ removal time

In order to set-up your poster, it will be necessary to first collect your conference badge so you are able to gain access to the poster area.

Set-up of posters is from 1200 on Tuesday, 20 September 2016. All posters must be set-up by 1000 on Wednesday, 21 September 2016.

Removal of posters – All posters must be removed no later than 1500 on Friday, 23 September 2016.

### Poster presentation

The poster should be a visual presentation of your submitted abstract. Please ensure you print your poster prior to arriving at the Melbourne Convention and Exhibition Centre. There are no facilities available onsite where you could print your poster.

Please note that you are required to bring Velcro to attach your poster to the poster boards.

Posters should meet the following criteria:

#### Size

The poster must be no larger than portrait A0 (841mm x 1189mm) (2.7592ft wide x 3.9009ft high).

#### Title

The title should reflect the content of your poster and match your abstract submission.

#### Contact information

Name, organisation, telephone number, e-mail address of the corresponding author and the affiliations of all co-authors should appear on the poster.

#### Lettering

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

Type of text	Size of characters	Case / Style	General advice
<b>Title</b>	20-24 mm 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 contact 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 first time presenters

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Information should be presented simply and concisely.
- After the title, the two most important panels are 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 colour. 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 matte 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 ensure your poster is professionally printed and is strong. Consider printing on fabric as this will save on freight costs and provide ease of transportation.
- Handouts can be very useful, but 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 make suitable arrangements.

### Declaration of interest

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

### Language

The official conference language of the conference is English. **All presentations must be in English.**

Thank you for your help in making the IAMRA 2016 Conference a success.

For further details or assistance, please contact the Conference Managers.

IAMRA 2016 Conference Managers  
91-97 Islington Street  
Collingwood VIC 3066  
Ph. +61 3 9417 0888  
Fax: +61 3 9417 0899  
[iamra2016@arinex.com.au](mailto:iamra2016@arinex.com.au)