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## *GUIDELINES FOR HARDCOPY POSTER PRESENTATIONS*

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The INTS 2020 Organising Committee welcomes your contribution to the 2020 Symposium.

Please take the time to **read these guidelines ahead of time** to ensure your poster is prepared successfully.

### REGISTRATION DETAILS

#### Onsite at the Symposium

Poster Presenters are to attend the registration desk when they first arrive at the Symposium to collect their name badge and other related materials.

The registration desk is located on **Level 1, Foyer 2**, at the Melbourne Convention and Exhibition Centre.

The desk will operate during the times below:

Sunday 29 March 2020	170000 – 1830
Monday 30 March 2020	0700 – 1830
Tuesday 31 March 2020	0730 – 1245
Wednesday 1 April 2020	0800 – 1830
Thursday 2 April 2020	0830 – 1230

We encourage you to register as early as possible to allow for easy access into the Symposium. **Please bring your confirmation letter along with you.**

### PROGRAM ENQUIRIES

If you have any questions regarding the program or your hardcopy poster presentation, please visit the registration desk on Level 1, Foyer 2 to speak with one of the Arinex Staff.. Please refer to the venue floor plan which will be included in the Symposium App that will be available in due course.

### LOCATION OF POSTER DISPLAY AREA

Hardcopy posters will be displayed on Level 1, Foyer 2. The location of the posters will be displayed on the exhibition floor plan within the Symposium app which will be released closer to the Symposium.

A list of hardcopy posters and allocated poster board numbers will be advised to you once the program is released. 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. Please do not place your poster in an alternate location.

### POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your name badge first so that you are able to obtain your poster number allocation.

**Poster Session 1 – Monday 30 March 2020 5:30pm – 6:30pm**

**Set-up of posters:** 0730, Monday 30 March 2020

**Removal of posters:** After 1830, Monday 30 March, all posters must be removed by 1245, Tuesday 31 March 2020

**Poster Session 2 – Wednesday 1 April 2020 5:30pm – 6:30pm**

**Set-up of posters:** 0730, Wednesday 1 April 2020

**Removal of posters:** After 1830, Wednesday 1 April, all posters must be removed by 1245, Thursday 2 April 2020

**Any posters not removed by 1300 hours will be removed by the venue and discarded.**

**POSTER PREPARATION**

The poster should be a visual presentation of your submitted abstract.

Posters should meet the following criteria:

**TITLE**

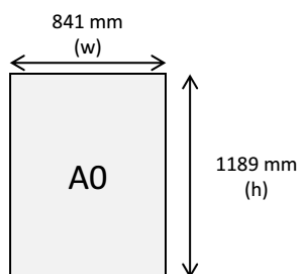
The title should reflect the content of your poster and match your abstract submission.

**CONTACT INFORMATION**

Names, organisations, telephone numbers, e-mail addresses and the affiliations of all co-authors should appear on the poster.

**SIZE**

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



**LETTERING**

The poster should be easily readable at a distance of two metres. Use 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. Recommended styles are:

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
TITLE	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 each 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 is suggested 32 point maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.

### DECLARATION OF INTEREST

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

### LANGUAGE

Please note that the official Symposium language is English. **All posters must be written in English.**

*Please note that a limited amount of velcro will be supplied for poster authors. If you will require a lot of velcro, we recommend bringing your own additional velcro to attach your poster to the poster boards – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.*

Thank you for your help in making INTS 2020 a success.  
For further details or assistance, please contact the Symposium Managers.

INTS 2020 Symposium Managers  
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