

19th International Microscopy Congress
9-14 September 2018 International Convention Centre (ICC), Sydney
Australia www.imc19.com

GUIDELINES FOR HARDCOPY POSTER PRESENTATIONS

The 19th International Microscopy Congress Organising Committee welcomes your contribution to the 2018 Congress.

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

REGISTRATION DETAILS

Prior to the Congress

All presenters are required to register and pay for the Congress. Please refer to your acceptance letter email for instructions on how to register as a speaker.

Onsite at the Congress

Presenters will need to register at the registration desk when they first arrive at the Congress to collect their name badge and other related materials.

The **registration desk** will be located outside Exhibition Hall 2 & on the Ground Level Foyer of the Convention Centre.

Registration desk opening times:

Exhibition Hall 2 Registration Desk

| | |
|---------------------------|-------------|
| Thursday 6 September 2018 | 0700 – 1700 |
| Friday 7 September 2018 | 0700 – 1700 |
| Saturday 8 September 2018 | 0700 – 1700 |
| Sunday 9 September 2018 | 0700 – 1800 |

Ground Floor Foyer and Exhibition Hall 2 Registration Desk

| | |
|-----------------------------|-------------|
| Sunday 9 September 2018 | 1400 – 1800 |
| Monday 10 September 2018 | 0700 – 1730 |
| Tuesday 11 September 2018 | 0700 – 1730 |
| Wednesday 12 September 2018 | 0730 – 1730 |
| Thursday 13 September 2018 | 0730 – 1730 |
| Friday 14 September 2018 | 0800 – 1330 |

**The Exhibition Hall 2 Registration Desk will not be open on Friday 14 September*

Exhibition Hall 2 Registration Desk Phone: +61 2 9215 7387

Ground Floor Registration Desk Phone: +61 02 9215 7283

We encourage you to register as early as possible to allow for easy access to the opening of the Congress. **Please bring your confirmation letter with the barcode on it.** You will need to provide this (either a printed copy or on your mobile device) at the registration desk for your name badge to be printed. Your barcode will be sent in a separate email during the week prior to the Congress.

PROGRAM ENQUIRES

If you have any questions regarding the program or your hardcopy poster presentation, please visit the Program Enquiries Desk which will be located on Level 4 of the Convention Centre, outside the Speaker Preparation Room. The Program Enquiries Desk will operate during the same times as the Speaker Preparation Room.

LOCATION OF POSTER DISPLAY AREA

Hardcopy posters will be displayed on Monday - Thursday in exhibition hall 2 of the International Convention Centre (ICC). The location of the posters will be available in the exhibition floor plan in the Congress app released closer to the Congress.

A list of hardcopy posters and allocated poster board numbers will be available in the app 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 during the correct days. Do not place your poster in an alternate location. Posters will be displayed in themes identified by the Scientific Program Committee.

POSTER PRESENTATION TIME

There will be designated poster sessions on Monday, Tuesday and Wednesday afternoons from 1630 – 1800. To view when your poster is scheduled, please refer to the hardcopy program [here](#).

For those presenting on Monday – Tuesday, we require authors of all 'Instrumentation and Techniques' and 'Life Sciences' program streams to stand by their hardcopy poster on Monday 10 September during the dedicated poster viewing session from 1630 – 1800. Authors of the 'Physical Sciences' program stream are required to stand by their hardcopy poster on Tuesday 11 September during the dedicated poster viewing session from 1630 – 1800.

For those presenting on Wednesday – Thursday, we require authors of all 'Instrumentation and Techniques', 'Life Sciences' and 'Physical Sciences' program streams to stand by their hardcopy poster on Wednesday 12 September during the dedicated poster viewing session from 1630 – 1800.

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 gain access to the poster area.

Poster Group A (Monday and Tuesday):

Set-up of posters: From 0900, Monday 10 September 2018,

Removal of posters: After 1800 on Tuesday 11 September 2018. Any posters not removed by 1900 hours will be removed by the venue and discarded.

Poster Group B (Wednesday and Thursday)

Set-up of posters: From 0900, Wednesday 12 September 2018.

Removal of posters: After 1600 on Thursday 13 September 2018. Posters must be removed by 1630. Any posters not removed by 1700 hours will be removed by the venue and discarded.

POSTER AWARDS

Please note, if you have nominated your abstract for consideration for an award, the announcement of award recipients will take place during the closing session of the Congress on Friday 14 September 2018.

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.

| TYPE OF TEXT | SIZE OF CHARACTER | CASE / STYLE | GENERAL ADVICE |
|-----------------|--|--------------------------|--|
| TITLE | 20-24 mm 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 each 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. |

DECLARATION OF INTEREST

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

LANGUAGE

Please note that the official Congress language is English. **All presentations must be written in English.**

GENERAL ADVICE FOR FIRST TIME PRESENTERS

- 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 are found on the floor, the Congress Managers will remove it. If you wish to supply handouts you must hand these to delegates personally.

- After the title, the two most important panels are the Introduction and the Conclusion. Based on 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 clear, 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 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.

Please note that a limited amount of Velcro will be supplied for poster presenters. 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 the 19th International Microscopy Congress a success.
For further details or assistance, please contact the Congress Managers.**

**19th International Microscopy Congress Managers
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