

**19<sup>th</sup> International Microscopy Congress**  
**9-14 September 2018 International Convention Centre (ICC), Sydney**  
**Australia [www.imc19.com](http://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. 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.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on the ground floor of the International Convention Centre (ICC). There will also be a registration desk located outside exhibition hall 2. The desk will operate during the following times:

Sunday 9 September 2018.....	1400 - 1800
Monday 10 September 2018 .....	0700 - 1730
Tuesday 11 September 2018 .....	0700 - 1730
Wednesday 12 September 2018....	0700 - 1730
Thursday 13 September 2018 .....	0700 - 1730
Friday 14 September 2018 .....	0700 - 1415

### **LOCATION OF POSTER DISPLAY AREA**

Poster boards will be located in exhibition hall 2 of the International Convention Centre (ICC). The location of the posters will be available in the exhibition floor plan which will be included in the app to be released closer to the Congress dates.

A list of posters and allocated 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. Do not place your poster in an alternate location. Posters will be displayed in themes identified by the Scientific Program Committee.

### **POSTER PRESENTATION TIME**

Posters will be displayed Monday - Thursday. There will be designated poster sessions on Monday, Tuesday and Wednesday afternoons from 1630 – 1800. You will be notified in due course about which session you will be presenting in.

## POSTER SET-UP/REMOVAL TIMES

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

### Poster Group A:

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

**Removal of posters:** After 1600 on Tuesday 11 September 2018.

### Poster Group B

**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
<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 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 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.
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### 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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