



## Poster Preparation Guidelines (Electronic Posters)

### ELECTRONIC POSTER INSTRUCTIONS

- If you wish to prepare an Electronic Poster, please email East Coast Conferences before **Friday 12<sup>th</sup> October**.
- Electronic posters will be prepared using a PowerPoint template (supplied), and will be displayed on interactive 55inch LCD TV screens. The template will be emailed to you if you select the electronic poster option.
- There are two slides in the template. The first is a title slide. Please include your poster title (as included in your abstract), author names and organisations on this slide.
- The second slide is your “poster”. Only two slides (total) are allowed per poster – please don’t add additional slides.
- If using animations, please set to start automatically.
- Video content must be limited to 30 seconds.
- The deadline to submit your Electronic Poster is **Friday 9<sup>th</sup> November**.

## Poster Preparation Guidelines (Hard Copy Posters)

### HARD COPY POSTER INSTRUCTIONS

1. Poster preparation – maximum size for posters is B1 size (707mm wide X 1000mm high) for **portrait** orientation only.
2. Velcro-friendly display panels will be provided - **please bring your own means to attach your poster. Velcro dots (“hook”) work best.**
3. Please do not send posters to the Conference Managers – you will need to bring your poster with you to the Conference.
4. The Conference Managers / Venue cannot store posters at the conclusion of the conference. It is therefore the responsibility of each poster presenter to collect posters by 3.10pm on Tuesday 20<sup>th</sup> November.

### SET-UP / PACK DOWN TIMES

Posters can be set-up between 3.00pm and 5.00pm on Sunday 18<sup>th</sup> November or from 8.00am on Monday 19<sup>th</sup> November. If you are only attending part of the conference, please set up your poster during the registration time on the day you are attending. Posters will need to be collected no later than 3.10pm on Tuesday 20<sup>th</sup> November.

Posters will be on display for the duration of the conference. If you are only attending part of the conference, please put up your poster when you arrive, and take it down when you leave.