

POSTER PRESENTATION GUIDELINES

Display set-up

- Poster presentation will be divided into two (2) sessions (please refers to the conference programme).
- Presenters will be given a poster standee (x-stand) for the display, which is setup by the organizer. It should be ready on the banner stand early in the morning, before the commencement of the conference.
- Poster must be setup at least **30 minutes** before the poster session begins.
- Display materials should be taken down within 30 minutes after the end of the last session each day. Unremoved display materials will be taken down and place in the Secretariat room (Lobby level).
- Presenters may display the materials in their own way in addition to the standard poster display.
- Poster size should be two (2) feet wide and six (6) feet high, with a hole at each of the four corners to be held by hooks (x-stand) (See Figure 1).
- Poster display is on portrait orientation.
- Some basic stationery (such as permanent marker, stick glue, scissors, stapler, tape, stick tag) are provided at the venue, which could be inadequate so presenters are encouraged to bring their own requirements.

Arrangement of materials

- The poster should be as self-explanatory as possible so that each presenter's main job is to supplement the information it contains.
- Presentation materials should include the reference number, title, author's or authors' names and affiliations. (Information on the author or authors is presented for every session at the side is done by the organizer).
- Keep in mind that the materials will be viewed from a distance of more than 3 feet away. Presenters are recommended to use larger font size (24 font size).
- Figures and tables should be presented in the interest of viewers who can grasp the main message immediately. A brief large print heading of one or two lines maximum should be provided above each illustration, with more detailed information added in smaller print beneath the illustration.
- Panels are used, for instance one panel to indicate the aims of the research, methods and subjects involved, and experimental tasks and; another panel to highlight the important results, with a few panels used to present the main points in tables or figures.

Presenters

- The presenting author or authors **MUST** be available throughout the one-hour poster session to introduce the displays and answer any questions from the other participants and visitors.
- Presenters are advised to bring name cards for the viewers who are interested to have more information.

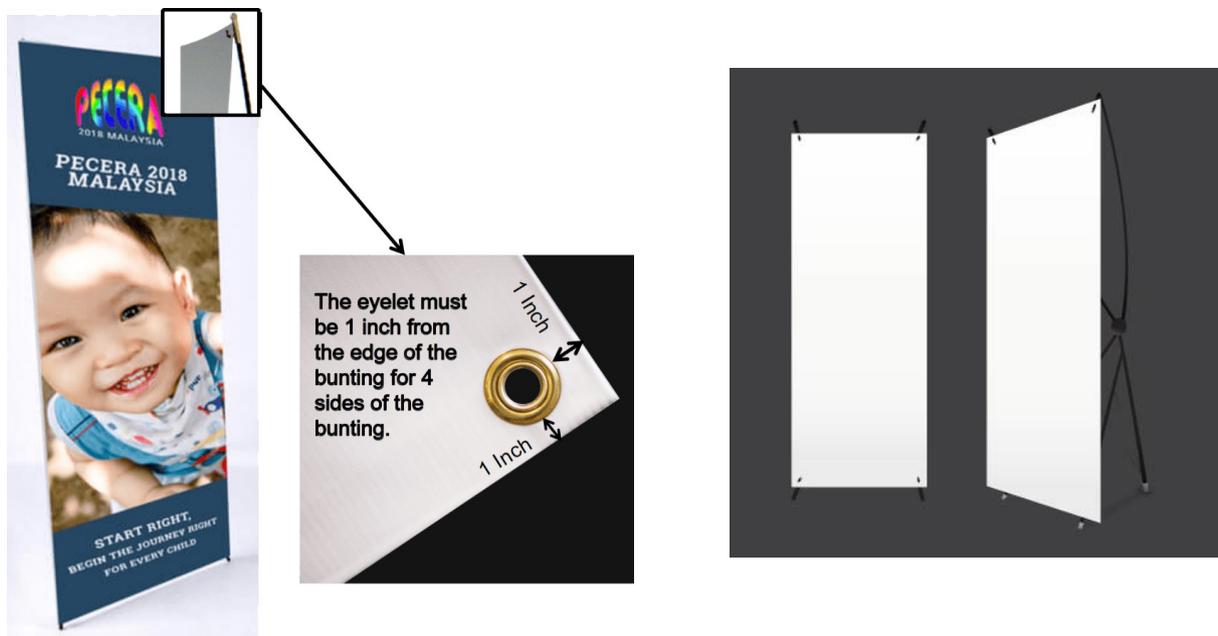


Figure 1: Poster display and x-stand