



## **GUIDELINES FOR POSTER PRESENTATIONS**

The Organising Committee of the 4<sup>th</sup> International One Health Congress & 6<sup>th</sup> Biennial Congress of the International Association for Ecology and Health welcomes your contribution to the 2016 Congress.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

### **REGISTRATION DETAILS**

---

#### **Prior to the Congress**

All presenters are required to register for the Congress by **16 August 2016**. To register please visit [www.oheh2016.org/registration](http://www.oheh2016.org/registration) and complete the delegate registration form. There is no special registration rate for presenters.

#### **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 in the main foyer outside plenary 1 at the Melbourne Convention Centre. The desk will operate during the following times:

Saturday 3 December 2016	15:00 – 18:00
Sunday 4 December 2016	07:00 – 18:00
Monday 5 December 2016	07:30 – 17:00
Tuesday 6 December 2016	07:30 – 17:00
Wednesday 7 December 2016	07:30 – 16:00

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

---

Poster boards will be located on Level 1 in the main foyer of the Melbourne Convention Centre.

A list of posters and allocated numbers will be available on the message board near the registration desk for viewing upon your arrival. For identification purposes poster board numbers will be provided onsite with your name badge. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location. Posters will be arranged in numerical sequence based on submission theme.

### **POSTER PRESENTATION TIME**

---

Poster presentations are taking place in three different sessions; Sunday Poster Session, Monday Poster Session and Tuesday Poster Session. Your poster date has been emailed to you.

## POSTER SET-UP/REMOVAL TIMES

---

### Sunday Poster Session

Set up from 08:00 on Sunday 4 December

Poster viewing during lunchtime 12:30 – 14:00 on Sunday 4 December

Poster Removal from 19:30 on Sunday evening

### Monday Poster Session

Set up from 08:00 on Monday 5 December

Poster viewing during lunchtime 12:30 – 14:00 on Monday 5 December

Poster Removal from 18:00 on Monday evening

### Tuesday Poster Session

Set up from 08:00 on Tuesday 6 December

Poster viewing during lunchtime 12:30 – 14:00 on Tuesday 6 December

Poster Removal from 18:00 on Tuesday evening

## POSTER PREPARATION

---

The poster should be a visual presentation of your submitted abstract. **All posters must be portrait A0 size** (L 841mm × H 1189mm) (L 2.759 ft x H 3.905 ft).

The following instructions are recommendation only for preparation of posters:

### TITLE

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

### CONTACT INFORMATION

Name, organisation, telephone number, e-mail address and of the corresponding author and the affiliations of all co-authors should appear on the poster.

### SIZE

The poster must be no larger than **portrait A0** (L 841mm × H 1189mm) (L 2.759 ft x H 3.905 ft).

### 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.

## LANGUAGE

---

Please note that the official Congress language is English. **All presentations must be made 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.
- Please ensure your poster is professionally printed.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is 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. On the basis of 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 simple, 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.
- **Note: The poster session is a technical session. It is not a suitable vehicle for commercial presentations. Exhibits of commercial goods or services will not be accepted in poster sessions. Lettering for company or product name in poster presentation may not exceed 2cm or 74 points size.**

*Please note that you are required to bring 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 OHEH 2016 Congress a success.  
For further details or assistance, please contact the Congress Managers.**

**OHEH 2016 Congress Managers  
91-97 Islington Street  
Collingwood VIC 3066, Australia  
Tel: +61 3 9417 0888 / Fax: +61 3 9417 0899  
Email: [oh2016@arinex.com.au](mailto:oh2016@arinex.com.au)**