GUIDELINES FOR POSTER PRESENTERS

The IAMRA 2018 Conference Organising Committee welcomes your contribution to the 2018 conference.

Please take the time to **read these guidelines ahead of time** to ensure you are completely prepared and your involvement is successful.

REGISTRATION DETAILS

Prior to the conference
All presenters are required to register for the conference. To register please visit http://iamra2018.com/registration.php and complete the delegate registration form. There is no special registration rate for presenters.

Onsite at the conference
Presenters will need to register at the registration desk when they first arrive at the conference to collect their name badge and other related materials. If you have any questions about the program or your poster, please ask staff at registration.

The registration desk will be located on Level 1, in front of the Maktoum Hall of the **Dubai World Trade Center**. The desk will operate during the following times:

Saturday 6 October 2018 ....1400 – 1700
Sunday 7 October 2018 ....0730 – 1700
Monday 8 October 2018 ....0730 – 1700
Tuesday 9 October 2018 ....0730 – 1700

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located in the exhibition area in Maktoum Hall, Dubai World Trade Center.

A list of posters and allocated numbers will be available online on the IAMRA 2018 program page as well as on the message board near the registration desk 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 another location.

POSTER PRESENTATION TIME

You are encouraged to stand by your poster during poster viewing/refreshment breaks and liaise with delegates browsing the poster area.

POSTER SET-UP/REMOVAL TIME

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

Set-up of posters from 1600 - 1800 on Saturday 6 October 2018

Removal of posters – All posters must be removed no later than 1500 on Tuesday 9 October 2018.

POSTER PREPARATION

The poster should be a visual presentation of your submitted abstract. Please ensure you print your poster prior to arriving at the venue of the conference. There are no facilities available onsite where you could print your poster.

Please note that you are required to bring Velcro to attach your poster to the poster boards.

Posters should meet the following criteria:

- **SIZE**
  The poster must be no larger than **portrait A0 (841mm × 1189mm) (2.7592ft wide x 3.9009ft high).**
- **TITLE**
  The title should reflect the content of your poster and match your abstract submission.
- **CONTACT INFORMATION**
  Name, organization, telephone number, e-mail address of the corresponding author and the affiliations of all co-authors should appear on the poster.
- **LETTERING**
  The poster should be easily readable at a distance of two meters. Use 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 CHARACTERS	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 the corresponding 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.

GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Information should be presented simply and concisely.
- 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 matte 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 ensure your poster is professionally printed and is strong. Consider printing on fabric as this will save on freight costs and provide ease of transportation.
- Handouts can be very useful, but please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor the Conference Secretariat will remove it. If you wish to supply handouts you must make suitable arrangements.

DECLARATION OF INTEREST

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

LANGUAGE

The official conference language of the conference is English. **All presentations must be in English**.

Thank you for your help in making the IAMRA 2018 Conference a success.

For further details or assistance, please contact the Conference Managers.

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