GUIDELINES FOR ELECTRONIC POSTERS (P)

IMPORTANT INFORMATION

Your poster will be presented in PowerPoint format only. Hard copies will not be accepted. Please download the template from the ISUOG website to prepare your poster. Please contact the Congress Secretariat immediately (email: congress@isuog.org) if you have any problems with this presentation format. You will be required to upload your presentation remotely to a secure server before the Congress to guarantee that posters can be viewed by delegates prior to the congress and onsite.

Before the submission of your abstract on the ScholarOne portal you have been asked to agree that your poster is made available to all delegates at the Congress through computer workstations online during and after the Congress to improve maximum exposure opportunities. Please note that the material remains the property of the author and is presented via our password protected site OnDemand. OnDemand also offers delegates the option to use an ‘email to author function’ which enables interested delegates to get in contact with the author prior, during and after the congress. The initial contact is established over the portal. It is then up to you to respond and engage with interested delegates.

SUBMITTING YOUR POWERPOINT PRESENTATION

Deadline date: Thursday 19 September 2013

All technical aspects of your presentation will be managed by an external company M-Events and you will receive an email from them in good time before the Congress with instructions to upload your presentation, as well as detailed information about their services. Presentations uploaded after this date will only be available OnDemand from the time of the congress.

Presentations must consist of one single PowerPoint slide only. Please make sure fonts are embedded.

Please bring a copy of your poster on a USB stick to the Congress as a back up.


AT THE CONGRESS

All posters are displayed throughout the Congress on our dedicated e-poster stations. Please ensure that you check your poster at these viewing stations and only in the event that you identify a problem with your poster or you cannot find it should you visit the speakers’ preparation room on the first floor of the Sydney Convention and Exhibition Centre.

ELECTRONIC FINAL POSTER NUMBER

You must include your allocated final poster number (e.g. P03.14) in the top left corner of your slide. Please ensure that the title and your name are also printed clearly at the top of your slide.

Please note: The final poster (P) number can be found in your abstract acceptance notification.

GUIDELINES FOR PRODUCING POWERPOINT POSTERS

CONTENT

• Make your title short to summarise the message of the research
• Do not include references unless it is imperative

LAYOUT

• You must produce ONE single PowerPoint slide only; additional slides are not accepted for the same poster
• Use the PowerPoint poster template provided
• The reading order of a poster should be down columns, rather than across rows
• Use just one or two colours on a plain coloured background for maximum impact
• Put the conclusions in a prominent panel.
• Do not justify the column text if there are few words to a line
• Be selective in your use of bullet points, perhaps only in the conclusion
FONT

- Use as large a font as possible
- Avoid capital letters except at the beginning of sentences and proper nouns
- Try to use standard Windows fonts and make sure you embed fonts into your presentation.
- Do not underline anything
- Use a bolder, larger typeface for the main titles and headings. It can be effective to use a different typeface for headings and subheadings.
- To emphasise body text, use a bold or italic font

GENERAL POINTS

- Prepare your work well in advance and ensure that it is submitted promptly to ensure the presentation runs correctly onsite
- Check the draft of your poster very carefully to ensure there are no typographical or style errors

Further assistance
Technical questions can be directed to M-Events at helpdesk@m-events.eu.

If you have any other queries regarding your presentation please contact the Congress Secretariat prior to the Congress:
E: congress@isuog.org
T: + 44 (0)20 7471 9955
F: + 44 (0)20 7471 9959

Thank you for your valuable contribution to this Congress, we look forward to welcoming you to Sydney!