



# POSTER PRESENTATION GUIDELINES

To communicate the key messages of your poster presentations, please take the time to read the following instructions.

## REGISTRATION DETAILS

All speakers and poster presenters are required to register for the Congress by the author registration deadline of **1<sup>st</sup> September 2010**. Please refer to your acceptance letter for step by step instructions on how to register.

## CONGRESS CHECK-IN

All speakers and poster 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. The registration desk will be located on level one of the Sydney Convention & Exhibition Centre, in the Parkside Foyer.

## LANGUAGE

Please note that the official Congress language is English. All presentations must be made in English.

## LOCATION

A poster board with a number for identification purposes will be provided onsite upon registration. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternative location.

## POSTER PREPARATION RECOMMENDATIONS

Your poster should be a visual presentation of your submitted abstract and should include the following information:

### Title, authors and affiliation(s)

**Size** - The poster must be **A0 poster size** (841mm wide × 1189mm high – portrait style).

**Lettering** - The poster should be easily readable at a distance of two metres. Use **UPPER** case for titles and lower case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles.

## AFIXING YOUR POSTER

Velcro to attach your poster to the presentation board will be available from the Registration Desk. The use of pins to secure posters is not effective as the poster boards are covered in a felt material.

## GENERAL ADVICE FOR THOSE WHO HAVE NOT PREVIOUSLY SUBMITTED A POSTER

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- 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. However, if you wish to supply handouts you must provide a holder that can be attached to your board.
- After the Title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will often decide whether to consider the poster details further and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.



- Results should be presented graphically if possible. Results should be in line with those originally submitted in your abstract.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each figure or graph should have a short heading. For visual effect, we recommend that figures and graphs be no smaller than 12cm x 18cm.
- A matt finish on photographs gives better visibility. We recommend that images be no smaller than 12cm x 18cm.
- Use the opportunity to draw your audience into further enquiry about your research.

We wish authors all the best with their poster presentations. For further details or assistance, please contact the Congress Managers (details in the footer of this letter).

**SMR 2010 Convenors:**

Nicholas Hayward  
Richard Kefford  
Graham Mann

**Skin Cancer & Melanoma  
Centres Meeting Convenors:**

John Thompson  
Jonathan Stretch  
Diona Damian

**International Melanoma  
Pathology Working Group  
Convenors:**

Richard Scolyer  
Ray Barnhill  
Stan McCarthy