



HARD COPY POSTER GUIDELINES

On behalf of the Organising Committee, we would like to thank you again for your contribution to the Congress and look forward to welcoming you.

In order to ensure 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 and pay for the Congress. If you have not yet registered, please [click here](#) and complete the registration form and payment. Registrations must be received by **Tuesday 1 October 2024**. Failure to register by this date may result in the withdrawal of your presentation from the program.

Onsite at the Congress

Please visit the registration desk located in the **entrance of the Exhibition, Door 7** of the Melbourne Convention and Exhibition Centre (Convention side) when you first arrive and collect your name badge.

Registration Desk Operating Hours

Sunday 1 December 2024	1400 – 1800 hours
Monday 2 December 2024	0700 – 1800 hours
Tuesday 3 December 2024	0800 – 1730 hours
Wednesday 4 December 2024	0800 – 1730 hours
Thursday 5 December 2024	0800 – 1630 hours

** Please note that these timings are subject to change*

If you have any queries regarding the program or your poster, please visit the registration desk during the Congress.

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located in the Exhibition Hall. For identification purposes, a poster board number will be allocated to your poster. Please ensure that your poster is displayed on the correct poster board. **Do not place your poster in an alternate location.**



POSTER PRESENTATION TIME

Authors are encouraged to stand by their posters during refreshment breaks **and the dedicated poster sessions during the afternoon** and engage with delegates browsing the poster area.

POSTER SET-UP / REMOVAL TIMES

Please ensure that you set up and remove your poster in the correct allocated poster board.

Rotation 1: Monday 2 - Tuesday 3 December 2024

Poster set up:	Monday 2 December 2024 0815 hours
Poster removal:	Tuesday 3 December 2024, 1630 hours <i>All posters must be removed by 1700 hours.</i>

Rotation 2: Wednesday 4 - Thursday 5 December 2024

Poster set up:	Wednesday 4 December 2024 0815 hours
Poster removal:	Thursday 5 December 2024, 1630 hours <i>All posters must be removed by 1700 hours.</i>

Please note that if your poster is not removed by the specified time, the Congress Managers or the venue will have to dispose of the poster.

Details of your allocated will be available on the website shortly.

POSTER PREPARATION

Posters should be a visual presentation of your submitted abstract and should meet the following criteria:

- **Title**
The title should be the same as indicated in the original abstract.
- **Contact Information**
Name of all authors and their organisation should appear on the poster.
- **Size**
Posters must be no larger than A0, **841mm wide x 1189mm high (33.1 x 46.8 inches) portrait**. Posters larger than these dimensions will exceed the allocated space per poster and



it will not be possible to display the poster during the Congress. It is therefore essential that the poster adheres to the specified measurements.

- **Lettering**
The poster should be easily readable at a distance of two (2) metres.

RECOMMENDATIONS OF FONT SIZE

Type of Text	Character Size	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 author(s) and their organisation(s).
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.

DECLARATION OF INTEREST

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

LANGUAGE

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

CONTACT THE CONGRESS MANAGERS

Should you have any questions about your presentation, please advise the Congress Managers as soon as possible.

AIP 2024 Congress Managers

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Website: www.aipcongress2024.com

Thank you for your help in making the Congress a success.