



1st International One Health Congress

Human Health, Animal Health, the
Environment and Global Survival

POSTER BRIEFING NOTES

The 1st International One Health Congress Organising Committee welcomes your contribution to the 2011 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 briefing notes ahead of time** to ensure your presentation is successful.

GENERAL INFORMATION

Poster presenters will need to check in at the registration desk when they first arrive at the Congress to collect their name badge and other related materials. From there presenters will be directed to the Poster Display area where posters can be mounted on allocated poster boards.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on Level 1 of the Melbourne Convention Centre. The desk will operate during the following times:

Monday 14 February 2011 0700 – 1830

Tuesday 15 February 2011 0700 – 1900

Wednesday 16 February 2011 0800 – 1730

POSTER PROCEDURE

Poster boards will be located on Level 1 of the Melbourne Convention Centre. A list of posters and allocated numbers will be in the Congress Handbook that you will receive when you register onsite at the Melbourne Convention Centre.

Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location. You will also be given a card that will be displayed beside your poster that you can allocate a time during one of the breaks that you will be available at your poster for any questions or discussion.

Posters will be displayed on Level 1 from Monday 14 – Wednesday 16 February 2011. It is encouraged to keep your poster on display for the duration of the Congress.

Posters left behind at the conclusion of the Congress will be discarded. Please ensure you collect your poster on Wednesday 16 February after afternoon tea and before 16.30.

PREPARATION OF POSTERS

Posters should meet the following criteria:

TITLE

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

CONTACT INFORMATION

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

SIZE

Poster dimensions are to be no more than **portrait** 1m in width and 1.5m in height.

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.

RECOMMENDATIONS

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", "Discussion" 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 THOSE WHO HAVE NOT PREVIOUSLY PRESENTED 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.
- 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. Handouts can be secured in a pouch attached to your poster if you wish to supply these; alternatively you can hand items to interested delegates.
- 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.

Please note that **velcro** is required to attach your poster to the board – the use of pins to secure posters is not allowed.

LANGUAGE

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

ELECTRONIC CONFERENCE PROGRAM APPLICATION FOR SMARTPHONES

The Congress will be providing an Electronic Program Application which will be available for all speakers and delegates at the Congress. This app will provide Delegates with access to the Conference Program, abstracts, personalised program, live program changes, sponsor information etc.

The application can be used on a variety of Smartphones and a variety of Operating Systems; including:

- iOS, (iPhone 3G, iPhone 3GS, iPhone 4 and Apple iPad)
- Android, (HTC, LG, Samsung, Motorola, Google and Sony Ericsson)
- Symbian (Nokia)
- Blackberry
- Microsoft Windows Mobile (HTC, LG, Samsung, Dell)

FURTHER ASSISTANCE

If you require further assistance, please contact the Congress Managers, **arinex** at:

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Thank you for your help in making One Health 2011 a success.