



HARDCOPY POSTER PRESENTATION BRIEFING NOTES

The ICPS 2022 Organising Committee welcomes your contribution to the 2022 Conference.

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 in advance** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register for the Conference. If you have not registered, please visit <https://icps2022.org/registration/> and contact the Conference Managers for the promotional code for a discounted rate. Failure to register by **4 May** will result in your paper being removed from the program.

Onsite at the Conference

Speakers need to check in at the registration desk upon arrival at the Conference to collect your name badge and other related materials.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on Level 2 Meeting Room Foyer of the International Convention Centre Sydney (ICC Sydney).

Registration desk opening times:

Monday	27 June	11:00 – 18:30
Tuesday	28 June	07:30 – 18:30
Wednesday	29 June	07:30 – 17:30
Thursday	30 June	08:00 – 16:00

**Times are subject to change*

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located in the exhibition at the Level 2 Meeting Room Foyer of ICC Sydney.

A list of posters and allocated numbers will be available on the ICPS 2022 website and Conference mobile app. A poster board number will also 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 an alternate location.

POSTER SET-UP/REMOVAL TIMES

There will be designated poster sessions on Monday and Tuesday afternoons from 17:30 - 19:30. To view when your poster is scheduled, please refer to the hardcopy program, when released. Posters will also be available for viewing during catering breaks and the Conference mobile app (if the presenter has also provided a digital copy).

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

POSTER PREPARATION

Posters should stimulate discussion; not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure everything in your poster is necessary. 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, e-mail address of the corresponding author and the affiliations of all co-authors should appear on the poster.

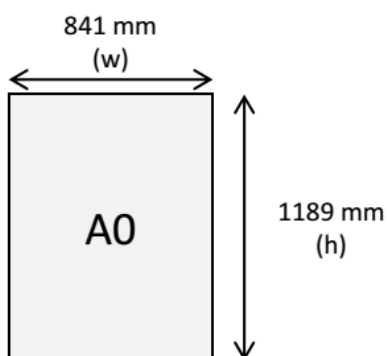
LETTERING

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

TEXT	SIZE	CASE / STYLE	GENERAL ADVICE
TITLE	72 point is suggested 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.
LABELS AND TEXT IN TABLES	28 point	Upper and Lower Case	Any description of methods should be simple and concise.

SIZE

The poster must be no larger than **portrait A0 (841mm × 1189mm) (2.7592ft x 3.9009ft) (33.1 x 46.8 in)**.



If you wish to provide a digital poster for exposure on the Conference mobile app please contact the Conference Mangers via icps2022@arinex.com.au for guidelines.

GENERAL ADVISE FOR FIRST TIME PRESENTERS

- 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 Conference Managers will remove them. If you wish to supply handouts, you must hand these to delegates personally.
- 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.
- 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. **Please be mindful of any copyright issues of photos used when creating your poster.**
- 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.

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 Conference language is English. **All presentations must be made in English.**

Please note that you are required to bring Velcro to attach your poster to the poster boards – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.

Thank you for your help in making ICPS 2022 a success.

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

ICPS 2022 Conference Managers
Level 22, 44 Market Street,
Sydney, NSW 2000
Phone: +61 2 9265 0700
Email: icps2022@arinex.com.au