



GUIDELINES FOR POSTER PRESENTATIONS

The **10th Asia Pacific Conference on Clinical Nutrition** Organising Committee welcomes your contribution to the 2017 Conference.

In order to ensure that your poster is set up efficiently, a number of services and facilities will be provided for you. Please take the time to **read these guidelines** ahead of time.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register for the Conference. If you have not done so already, please visit www.apccn2017.com and complete the registration form. The deadline for presenter registrations is 20 October 2017. If you are not registered by this time, you may be removed from the program.

Onsite at the Conference

Speakers will need to register at the registration desk when they first arrive at the Conference to collect their name badge and other related delegate materials.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on the Ground Level in Foyer F at the Adelaide Convention Centre.

The registration desk will operate during the following times (times are preliminary and subject to change):

Sunday 26 November 2017 1000 – 1800
Monday 27 November 2017 0700 – 1730
Tuesday 28 November 2017 0730 – 1730
Wednesday 29 November 2017 0730 – 1700

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located in the Exhibition on the Ground Level in Hall G of the Adelaide Convention Centre.

A list of posters and allocated numbers will be available on www.apccn2017.com and on the message board near the registration desk for viewing upon your arrival. 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. Posters will be displayed in themes identified by the Organising Committee.

POSTER PRESENTATION TIME

Posters will be separated into themes, with all posters being displayed at the Welcome Reception on Sunday 26 November 2017 and during morning tea, lunch and afternoon tea Monday 27 November 2017 to Wednesday 29 November 2017. Authors are encouraged to stand by their posters during refreshment breaks and liaise with delegates browsing the poster area.



POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your badge first so you are able to gain access to the poster area. Poster numbers will be advised closer to the Conference date.

Please see the setup and removal schedule below:

Set-up of posters..... From 1600 Sunday 26 November 2017
All posters must be in position by 1000 Monday 27 November 2017

Removal of posters..... After 1530 Wednesday 29 November 2017
All posters must be removed by 1800 Wednesday 29 November 2017

Note: No liability or responsibility will be accepted by the Conference Managers for posters that are not removed by the stated time. Any posters not removed by 1800 Wednesday 29 November 2017 will be removed by the Conference Managers and discarded.

POSTER PREPARATION

Posters should stimulate discussion. 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 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.

TYPE OF TEXT	SIZE OF CHARACTERS	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.



THE NUTRITION SOCIETY
OF AUSTRALIA (INC.)



APCCN 2017

10th Asia Pacific Conference on Clinical Nutrition

Adelaide Convention Centre, South Australia | 26 - 29 November 2017

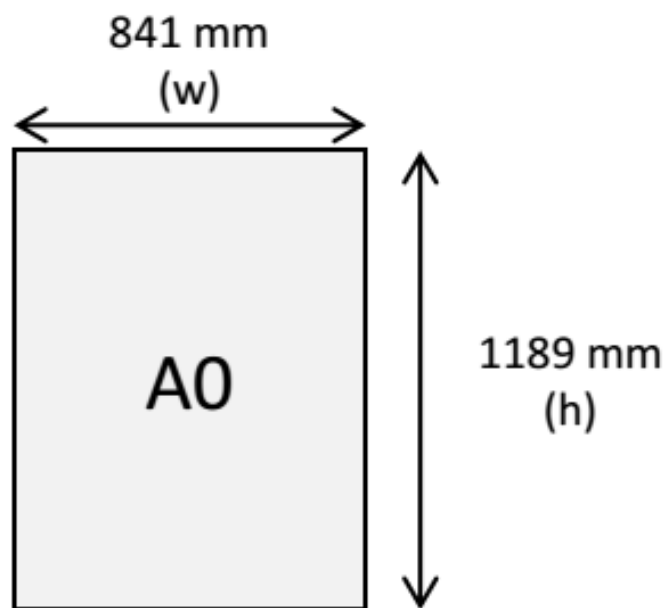


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SOCIETY
OF NEW ZEALAND

LABELS AND TEXT IN TABLES	28 point	Upper and Lower Case	Any description of methods should be simple and concise.
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SIZE

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



GENERAL ADVICE 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 the Conference a success.
For further details or assistance, please contact the Conference Managers.**

**APCCN 2017 Conference Managers
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