



**4th Meeting of the International
Association for Dental Research**

Asia Pacific Region 2019

28–30 November 2019

Brisbane Convention & Exhibition
Centre, Queensland, Australia

GUIDELINES FOR POSTER PRESENTATIONS

The IADR-APR 2019 Organising Committee welcomes your contribution to the 2019 Meeting.

In order to ensure that your poster presentation runs smoothly, several 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 Meeting

All presenters are required to register for the Meeting. To register, please visit <https://iadr-apr2019.com/registration/> and complete the registration form by the author registration deadline, **Wednesday 28 August 2019**.

Onsite at the Meeting

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

If you have any queries regarding the program or your presentation, please visit the registration desk located in the Plaza Terrace Room on Plaza Level of the Brisbane Convention and Exhibition Centre. The desk will operate during the following times:

Thursday 28 November 2019.... 0700 – 1745

Friday 29 November 2019..... 0700 – 1800

Saturday 30 November 2019... 0700 – 1630

Timings subject to change.

LOCATION OF POSTER DISPLAY AREA

Poster boards will be at the Plaza Terrace Room Concourse on Plaza Level of the Brisbane Convention and Exhibition Centre.

For identification purposes, a poster board number will 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

In order to set-up your poster, it will be necessary to collect your name badge first so you are able to receive your poster number and gain access to the poster area. Please see the setup and removal schedule below:

Set-up of posters.....From 0730 Thursday 28 November 2019.

All posters must be in position by 0930, Thursday 28 November 2019.

Removal of posters.....After 1345, Saturday 30 November 2019.

All posts must be removed by 1700, Saturday 30 November 2019.



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POSTER PRESENTATION TIME

Posters will be display daily. Authors are encouraged to stand by their posters during all refreshment breaks and liaise with delegates browsing the poster area.

POSTER PREPARATION

The poster should be a visual presentation of your submitted abstract.

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, e-mail address and of the corresponding author and the affiliations of all co-authors should appear on the poster.

SIZE

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

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 | 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. |

DECLARATION OF INTEREST

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



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LANGUAGE

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

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 Meeting Managers will remove it. 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 usually 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 the poster boards are covered in a felt material. Posters will be attached to those boards using Velcro hooks. Adhesive tabs with Velcro hooks will be provided for you in the poster presentation area.

Thank you for your help in making the 4th Meeting of the International Association for Dental Research Asia Pacific Region 2019 a success.

If you require further assistance, please contact the Meeting Managers at:

Email: iadr-apr2019@arinex.com.au **Phone:** +61 2 9265 0700