



**Global Community Engaged Medical Education Muster 2018**  
**15 – 18 October 2018**  
**Mount Gambier, South Australia**  
[www.muster2018.com](http://www.muster2018.com)

## **GUIDELINES FOR POSTER PRESENTATIONS**

The Global Community Engaged Medical Education Muster 2018 (Muster 2018) Organising Committee welcomes your contribution to the 2018 Conference.

In order to ensure that your poster 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 Conference**

All presenters are required to register and pay for the Conference. To register, please visit [www.muster2018.com/registration](http://www.muster2018.com/registration) and complete the registration form by the author registration deadline of 20 July 2018.

#### **Onsite at the Conference**

The Conference will take place between five venues; Sir Robert Helpmann Theatre, Main Corner Complex, Mount Gambier Public Library, Mac's Hotel, and The G.

Presenters are requested to visit the registration desk when first arriving at the Conference 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. The desk will operate during the following times:

Monday 15 October 2018 ..... 1300 – 1600 located in the Foyer of the Main Corner Complex  
Tuesday 16 October 2018..... 0800 – 1730 located in the Foyer of the Sir Robert Helpmann Theatre  
Wednesday 17 October 2018.... 0800 – 1730 located in the Foyer of the Sir Robert Helpmann Theatre  
Thursday 18 October 2018 ..... 0800 – 1400 located in the Foyer of the Sir Robert Helpmann Theatre

### **LOCATION OF POSTER DISPLAY AREA**

Poster boards will be located in the Sir Robert Helpmann Theatre – Civic Centre Foyer and Main Corner – City Hall Reception.

A list of posters and allocated numbers will be available on the message board near the registration desk for viewing upon your arrival. 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. Posters will be displayed in themes identified by the Scientific Working Party.

## POSTER PRESENTATION TIME

Posters will be separated into themes, with each theme being allocated a poster session of 30 minutes. Authors will be required to stand by their poster during their allocated session time. A poster session facilitator will guide delegates through the posters allowing you 2 minutes to speak on your presentation. After ALL authors have provided a 2 minute presentation on their poster, delegates will be encouraged to browse the poster area and ask questions. Your poster session date will be finalised closer to the Conference.

## POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, please firstly collect your name badge which will enable you to gain access to the poster area.

Set-up of posters. Posters should be affixed to the correct poster board between 1300 – 1530 on Monday 15 October or as soon as possible from 0800 on Tuesday 16 October.

Removal of posters – Posters should be removed between 1000 – 1400 on Thursday 18 October 2018. All posters must be removed by 1400. Any posters remaining at 1400 hours will be removed by the venue and discarded.

## 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 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. Following are recommendations:

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
<b>TITLE</b>	20-24 mm or 100 point maximum	Title Case / <b>Bold</b>	At the top of the poster include the title of the presentation, the names of the authors and the contact details for the presenting author.
<b>HEADINGS</b>	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
<b>CONTENT</b>	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 Conference languages are English and French. **All presentations must be made in English or French.**

## GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your poster contains should be clear and understandable without a requirement for 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 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 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 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  
Global Community Engaged Medical Education Muster 2018 a success.  
For further details or assistance, please contact the Conference Managers.**

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