



Cairns Convention Centre 6–9 October 2010
The Royal Australian College of General Practitioners
and the Australian Association of Practice Managers
combined national conference

FACILITATED POSTER BRIEFING NOTES

The GP10 Steering and Scientific Committees welcome your contribution to the **Royal Australian College of General Practitioners and the Australian Association of Practice Managers combined national 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 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 Conference 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 in the Foyer of the Cairns Convention Centre. The desk will operate during the following times:

Wednesday 6 October 2010 0730 – 1800
Thursday 7 October 2010 0730 – 1800
Friday 8 October 2010 0745 – 1700
Saturday 9 October 2010 0745 – 1630

FACILITATED POSTER PROCEDURE

Poster boards will be located in the Mezzanine Level Foyer of the Cairns Convention Centre. A list of posters and allocated numbers will be in the Conference Handbook that you will receive when you register onsite at the Cairns Convention Centre.

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 the Mezzanine Level foyer from Wednesday 6 – Saturday 9 October 2010. It is encouraged to keep your poster on display for the duration of the conference.

Please check the Program to confirm your scheduled presentation day and time. The program is available at www.gp10.com.au

Posters left behind at the conclusion of the conference will be discarded. Please ensure you collect your poster on Saturday 9 October after afternoon tea and before 1630.

You are required to collect your poster from the Mezzanine Level Foyer and bring it into the Facilitated Poster Room (Meeting Room 7) 15 minutes prior to the beginning of your allocated presentation time. Posters are then required to be removed and placed back on allocation poster board in the Mezzanine foyer area after the conclusion of the session.

The facilitated poster presentation will be an oral presentation with approximately 8 posters in a session room, grouped by theme. Sessions will commence with an introduction and explanation from the chair. Time will be provided at the beginning of the session to view the posters (approximately 15 minutes). Each presenter will then stand beside their poster and discuss the key points for 1 minute. Once each presenter has spoken the chair person will lead a facilitated discussion around the issues raised by each poster.

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 Conference Managers will remove it. Handouts can be secured in a pouch attached to your poster if you wish to supply this, alternatively you can had 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 Conference language is English. All presentations must be made in English.

FURTHER ASSISTANCE

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

Website: www.gp10.com.au

Email: gp10@arinex.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

Thank you for your help in making GP10 a success.