POSTER SESSION PRESENTATION GUIDELINES

This information is subject to change and can be found on http://mcdonnellssymposium.wustl.edu/posters. The following guidelines have been provided to assist you with your poster presentation. If you have any questions please contact the McDonnell Academy at: mcdonnell@wustl.edu.

Poster Session Dates, Times, Locations & Presentation Schedules

- All posters will be displayed during the Symposium on September 23 – 24 in the Boulevard Level Foyer at the Brisbane Convention & Exhibition Centre (BCEC).
- Presenters should be available at their poster(s) from 8:30am-9:00am and during all morning and afternoon breaks scheduled on September 23rd and 24th. Please visit the daily schedule pages on the Symposium website for times at http://mcdonnellssymposium.wustl.edu/program/symposium-program/. There will be additional opportunities for poster viewing at various times throughout the Symposium; however, you are only asked to be available near your poster during the six (6) dedicated poster sessions.

Poster Printing

No printing services will be available at the Symposium venue. Presenters are responsible for printing posters. SNAP Printing (http://www.snap.com.au/snap-south-brisbane.html), located within close proximity to the BCEC has been contracted to assist presenters with local printing services, if preferred. It is the responsibility of the presenter to contact SNAP directly for information on cost, file transmission details (file size, format, and transmission method and deadline), printing and pick-up timelines, and payment for services. The cost of poster printing is the responsibility of the individual or team presenting the poster. Assistance with printing costs is not provided.

Poster Orientation, Dimensions and General Guidelines

- Posters must be 46” (w) x 33” (h) or A0 (1189mm (w) x 841mm (h)) printed horizontally (landscape) in orientation.
- Posters should be printed on heavyweight paper. Please do not use tri-fold systems, tag board, foam core, cardboard, or any other material that cannot be hung using conventional pushpins.
- Posters should include a heading with the project title, project participants and institution(s) represented.
- Poster should be printed in English, with a clear and understandable message without oral explanation.
- To ensure posters are easily viewable and legible, please be mindful of text styles and sizes, image sizes and clarity, finishes that may cause a glare, and use of color.
- Posters should be readable from a slight distance.
- The distribution of handouts to summarize or explain your project is permissible (printing is the responsibility of the presenter).

Poster Set-Up, Identification and Removal

- Posters must be checked-in at the Boulevard Level registration desk on Thursday, September 22nd from 2:00pm-5:00pm.
- During check-in you will be given your board location and poster number.
- Posters will be set-up for presenters in the Boulevard Level Foyer at the BCEC. (Set-up will take place after hours, prior to the first session on 23 September).
- Posters will be removed from the boards for presenters on September 24th between 4:00pm-5:30pm. Posters can be claimed at the registration desk following the conclusion of President’s Forum. Any posters unclaimed by 7:30pm will be considered refuse and recycled.