



ELECTRONIC POSTER BRIEFING NOTES

The Organising Committee for the New Directions in Leukaemia Research 2018 Meeting (NDLR 2018) welcomes your contribution to the Meeting program.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided to 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 and pay for the Meeting prior to arriving onsite. To register, please visit <http://ndlr2018.com/registration/> and complete the online registration form.

Onsite at the Meeting

Speakers will need to collect their delegate materials at the registration desk when they first arrive at the Meeting. From there you will be directed to the Speaker Preparation Room where you must check in with the audio visual technicians and upload your presentation.

The registration desk is located in the Plaza Foyer of the Brisbane Convention and Exhibition Centre. The desk will operate during the times below:

Sunday 25 March 2018	1100 - 1830
Monday 26 March 2018	0800 - 1900
Tuesday 27 March 2018	0800 - 1830
Wednesday 15 November 2017	0800 - 1700

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located in the Plaza Foyer of the Brisbane Convention and Exhibition Centre.

A list of posters and allocated numbers will be available on the NDLR 2018 website 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 Scientific Program Committee.

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. Please see the setup and removal schedule below:

Set-up of posters..... From 11:30 Sunday 25 March 2018
All posters must be in position by 10:30am Monday 26 March 2018

Removal of posters..... After 13:30 Wednesday 28 March 2018

All posters must be removed by 15:00 Wednesday 28 March 2018

Note: No liability or responsibility will be accepted by the Meeting Managers for Posters that are not removed by the stated time. Any posters not removed by 15:00 Wednesday 28 March 2018 will be removed by the Meeting Managers and discarded.

POSTER PREPARATION

Posters should stimulate discussion; not give a long presentation. 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.

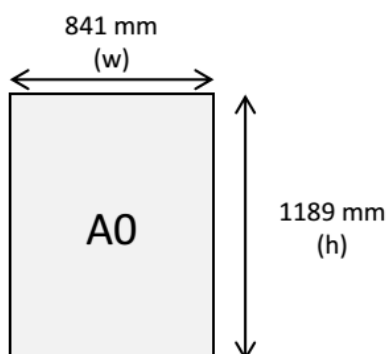
LETTERING

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

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

- 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 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 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.

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 NDLR 2018 a success.

New Directions in Leukaemia Research 2018 Meeting

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