

**Galway Bay Hotel, 27 & 28 March 2015**

## INSTRUCTIONS FOR POSTER PRESENTERS

### Registration

All presenters are reminded that they must register and pay to attend the conference. You can register and pay on line at <http://www.aoticonference.ie/conference-information/registration.html>

### Change of presenter

Should the name of the presenter change at a later date, please notify the Secretariat immediately.

### Storage of Poster Tubes and Packaging

A poster tube storage facility will be provided. All poster presenters should ensure that their poster tubes are clearly labelled for identification purposes.

<b>P1</b>	<b>YOUR POSTER NUMBER WILL BE DISPLAYED AT THE TOP OF THE POSTER BOARD</b>			
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border-left: 1px dashed black; padding-left: 5px; margin-right: 5px;">Not to exceed 1200 mm</div> <div style="border-left: 1px dashed black; border-right: 1px dashed black; padding: 10px;"> <p style="text-align: center;">Not to exceed 900 mm</p> <p>Please note the following instructions</p> <ol style="list-style-type: none"> <li>1. <b>Do NOT exceed the overall poster dimensions: (900 mm wide by 1200 mm high).</b></li> <li>2. Your poster must be <b>portrait</b> in orientation.</li> <li>3. Please include the abstract title at the top of your poster.</li> <li>3. Please ensure that the text of the poster is clear and can be read from a distance of <u>2 metres</u>.</li> <li>4. Posters should be attached to the boards by Velcro, which will be supplied by the organisers. Posters should therefore be made from light-weight materials.</li> <li>5. <b>Mounting and removal of posters:</b>  <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">Mount posters:</div> <div>From 19.00-20.00hrs on Thursday 26 March or before 10.30hrs on Friday 27 March 2015</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">Remove posters:</div> <div>Between 15.30 and 17.00hrs on Saturday 28 March 2015</div> </div> <p style="margin-top: 10px;">We request your co-operation in keeping to the times above for mounting and removing posters. This will ensure that as many delegates as possible are able to view the posters.</p> <p><b>All posters should be displayed for the duration of the meeting except when they are being presented during the facilitated poster discussion period.</b></p> <li>6. <b>Poster discussion</b>  <p>Authors presenting posters will be expected to be by their poster for discussion at one of the following times. You will be required to complete the card on your poster board to indicate the times you will be available to discuss your work.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Friday 27 March</td> <td>from 10.30-11.10, 13.05-14.15, 15.45-16.30</td> </tr> <tr> <td>Saturday 28 March</td> <td>from 10.40-11.30, 13.10-14.15</td> </tr> </table> </li> </li></ol> </div> </div>	Friday 27 March	from 10.30-11.10, 13.05-14.15, 15.45-16.30	Saturday 28 March	from 10.40-11.30, 13.10-14.15
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#### AOTI Conference Secretariat

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