



**International Congress of Immunology 2016
21 – 26 August 2016
Melbourne Convention and Exhibition Centre
www.ici2016.org**

FINAL REMINDER: GUIDELINES FOR POSTER PRESENTATIONS

The International Congress of Immunology 2016 Organising Committee thanks you for your contribution.

Please note there has been a slight change to the poster format. The following options are available:

1. Present a PosterApp (electronic poster)
2. Present a traditional, hard copy poster
3. Present both – a PosterApp (electronic poster) and traditional, hard copy poster

Please read the guidelines carefully below.

REGISTRATION DETAILS

Onsite at the Congress

Arriving at the Congress, presenters will need to visit the registration desk to collect their name badge and other related materials. Your poster number and day of presentation will be listed in the Congress Program, available when collecting your name badge.

OPTION 1 - POSTERAPP

PosterApps are the recommended format for poster presentation at ICI 2016. PosterApps are electronic posters that can be discussed and shared beyond what is possible with traditional posters. Your PosterApp must be submitted by **14 August 2016. After this date you will need to supply a traditional poster. There is no upload or editing facility of electronic posters (PosterApps) during the Congress.**

Uploading your PosterApp:

- PosterApps must be submitted using the template available for download at www.ici2016.org/posterapp/ (you must use the submitting authors email address and password to login and submit the PosterApp)
- PosterApps must be submitted via the online portal at <https://ici2016-c10000.eorganiser.com.au/index.php?r=site/login>. PosterApp upload instructions can be downloaded to assist you with this process www.ici2016.org/briefing-notes/

Your PosterApp must be submitted by **14 August 2016. After this date you default to a traditional poster.**

When creating your PosterApp, please follow these guidelines:

- All PosterApps must be submitted in either **.ppt** or **.pptx** format.
- Formats from Microsoft Office 2010 and 2013 will be supported
- You are limited to a maximum of 4 slides within your PosterApp, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements).
- All PosterApps must be submitted using the provided template and in 16:9 **portrait** orientation.
- JPEG or PNG is the preferred file format for inserted images
- Submitted poster file in .ppt or .pptx format must not be larger than 250MB
- Font – Arial, Verdana, Tahoma and Times New Roman are recommended
- Font size – headings should be between 30 – 40 points and content 14 – 20 points (font sizes are only a recommendation, you can use any font size you like)
- Slide transitions and animation sounds are supported
- Embedded videos and sounds are supported. Please ensure the audio/video is embedded into the presentation file, as you will be unable to upload the audio/video separately. The following formats are supported
 - Video: AVI, WMV, MPG, MP4
 - Audio: MOV, MP3, WMA, WAV

Benefits of submitting a PosterApp

- You can track statistics on the number of views and downloads (if you allowed this option when submitting) your PosterApp receives
- Your poster can be easily searched via the ICI 2016 Congress App
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish
- Delegates can download your PosterApp in PDF format (if you allowed them to do so when submitting)

PLEASE NOTE: Electronic devices will NOT be supplied during the Congress (i.e. projectors, screens, laptops, tablets etc.). All PosterApp presenters are required to present from their own electronic device (i.e. laptop, iPad, tablet, smart phone) during your allocated poster session.

OPTION 2 - HARD COPY (TRADITIONAL) POSTERS

Hard copy posters must be A0 in size (1,189mm height by 841mm width, or 46.3in height by 33.1in width) and in portrait orientation. You will be required to print and bring the poster with you.

The poster should be a visual presentation of your submitted abstract.

OPTION 3 – POSTERAPP and HARD COPY (TRADITIONAL) POSTERS

Each presenter will be provided with a poster board during your nominated session. You can bring a hard copy poster and/or present a PosterApp. Please note the deadline for PosterApps is **14 August** for this option to apply.

POSTER SESSIONS

Poster sessions will be held from Monday 22 August – Friday 26 August from 1530 – 1630 hours in the Level 1 Foyer (via escalator 1) at the Melbourne Convention and Exhibition Centre. Posters are separated into themes on each day. You have been notified of your presentation day in the Poster acceptance notification e-mail. If you are unsure of your presentation day you can view the poster listing [here](#).

Your poster number will be available in the Congress Program.

Every poster is allocated a poster board regardless if you have selected a traditional poster or are using the PosterApp. We request all poster presenters (both PosterApp and traditional) stand by their designated numbered poster board in the poster display area during their nominated session time.

PosterApps - Authors presenting PosterApps will have an allocated space based on their poster number and session time within the Level 1 Foyer Poster viewing area. This is the same area used for traditional posters.

PosterApp presenters should stand in front of their numbered poster board and present from their own electronic device. Please note electronic devices will **not** be supplied. A fully charged PC or large tablet is recommended. There will be a limited number of tall tables available in the poster display area if you require to rest your electronic device while presenting your PosterApp. Electrical sockets will **not** be available to plug your device into during your presentation. In addition, a QR code will be attached to the author's poster board, which when scanned by a delegate, will bring up the digital version of the PosterApp saving any time delay in searching. We suggest PosterApp presenters encourage delegates to scan the QR code.

Set-up of traditional posters – Hard copy traditional posters may be set up from 0830 hours on your dedicated day. You need to provide your own **Velcro** to adhere 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.

Removal of traditional posters – You must remove your hard copy traditional poster by 1800 on the day that you are presenting your poster. Any posters remaining will be disposed of.

PROGRAM ENQUIRIES DESK

Any questions regarding the program should be directed during the following times to the Program Enquiries and Technology HelpDesk located on Level 1:

Monday 22 – Friday 26 August.....0800 – 1700
All times are subject to change

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

LANGUAGE

English only

GENERAL ADVICE FOR FIRST TIME PRESENTERS

- 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 Congress Managers will remove them. If you wish to supply handouts you must hand these to delegates personally.
- After the title, the two most important sections are the Introduction and the Conclusion. On the basis of these two, 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 the space to attract your audience for discussion, not to present complex details of methods and results.
- PosterApp authors should encourage delegates to scan the QR code to bring up the PosterApp on their own mobile devices.

Thank you for helping to ensure the International Congress of Immunology 2016 is a success.

**For further details or assistance, please contact:
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