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## POSTER PRESENTATION GUIDELINES

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The Australian and New Zealand Society for Immunology Local Organising Committee welcomes your contribution to the Annual Scientific Meeting 2022. Please take the time to **read these guidelines ahead of time** to ensure your poster adheres to the correct specifications.

### Registration Details

#### Prior to the Meeting

All presenters are required to register and pay for the Meeting. If you have not yet registered, please visit [asi2022.org/registrations/](https://asi2022.org/registrations/) and complete the registration form.

#### Onsite at the Meeting

Presenters must visit the registration desk at the Melbourne Convention and Exhibition Centre (MCEC) when first arriving at the Meeting, to collect your name badge and allocated poster board number.

If you have any queries regarding the program or your presentation, please visit the registration desk which will operate during the following times:

Tuesday 29 November 2022..... 0700 – 1800 AEDT  
Wednesday 30 November 2022... 0730 – 1800 AEDT  
Thursday 1 December 2022 ..... 0730 – 1800 AEDT  
Friday 2 December 2022..... 0800 – 1530 AEDT

### Location of Poster Display Area

Please visit the registration desk to be advised of the location of your poster.

For identification purposes, a poster board number will 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 as it may be removed and disposed.** Posters will be displayed in themes identified by the Technical Program Committee and will undergo a changeover process every day of the Meeting.

### Poster Presentation Time

Posters will be separated into themes, with each theme being allocated an area during the Poster Session of a particular day. Authors are encouraged to stand by their posters during this time and liaise with delegates browsing the poster area.

There are dedicated poster sessions allocated in the program and they are from 1600 – 1730 AEDT from Tuesday 29 November – Thursday 1 December 2022.

### Poster Set-up / Removal Times

In order to set-up your poster, it will be necessary to collect your name badge first, so you are able to gain access to the poster area.

You are to set up your poster before the program begins on the day you are allocated for display.

Set-up of posters: 29 November – 1 December 2022      From 0730 AEDT

Removal of posters: At the end of each day              From 1730 and by 1830 AEDT

Please note that if your poster is not removed by the specified time, the Meeting Managers or the venue will dispose of the poster.

## Poster Awards

The announcement of award recipients will take place during the Closing Ceremony on **Friday 2 December 2022 from 1630 AEDT in Plenary 1.**

## Poster Preparation

Posters should be a visual presentation of your submitted abstract and should meet the following criteria:

- **Title**  
The title should be the same as indicated in the original abstract.
- **Contact Information**  
Name of all authors and their organisation should appear on the poster.
- **Orientation**  
Please have all posters in portrait style.
- **Size**  
Posters must be no larger than 841 wide x 1188 mm high. Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Meeting. It is therefore essential that the poster adheres to the specified measurements.
- **Lettering**  
The poster should be easily readable at a distance of two (2) metres.

Velcro dots will be supplied when you register to attach your poster to the poster board. Pins securing posters are not effective as the poster boards are covered in a felt material.

## Recommendations of Font Size

Type of Text	Character Size	Case/Style	General Advice
<b>Title</b>	20-24 mm or 100 point maximum	Title Case / <b>Bold</b>	At the top of the poster include the title of the presentation, the name of the author(s) and their organisation(s).
<b>Headings</b>	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
<b>Content</b>	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.

## Declaration of Interest

Commercial declarations should be acknowledged as part of the presentation.

## General Advice for First Time Presenters

- The message that your poster contains should be clear and understandable without a requirement for 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 it. If you wish to supply handouts you must hand these to delegates personally or provide a holder that can be attached to your poster board with Velcro.
- 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.
- We strongly recommend you do not use fabric posters, as these do not adhere well to the display boards.

## Language

Please note that the official Meeting language is English. **All posters must be made in English.**

If you require further assistance, please contact the Meeting Managers at:

**Email:** [asi2022@arinex.com.au](mailto:asi2022@arinex.com.au) **Phone:** +61 3 8888 9500

**Thank you for your help in making the 50th Annual Scientific Meeting of the Australian and New Zealand Society for Immunology 2022 a success!**