



# XXXIst International Congress of the ISBT

BERLIN, GERMANY, JUNE 26 - JULY 1, 2010



## Instructions for Poster Presentations

The following guidelines will be of help when you prepare your presentation. Please remember that it is very important that you prepare your poster **BEFORE** you travel to the ICC Berlin and that you bring it yourself. Do not mail your poster.

### Poster board size:

Size of usable area: 95 cm wide and 230 cm high

### Preparing your poster

#### Text on poster

- Use a clear typeface and, if possible, a laser printer.
- The poster should be readable from a distance of 2-3 meters. This means that all lettering should be at least 8mm high, with a minimum font size of 24.

#### Graphs and diagrams

- Graphs and figures should be readable from a distance of 2-3 meters.
- They should be drawn with a minimum line width of 1 mm.

#### Handouts

'Handouts', photocopies of either your individual poster units or the whole presentation reduced to A4 format, are generally well appreciated by delegates.

If you wish to distribute handouts, you should prepare them beforehand and bring them with you.

### Poster Walks and Poster Parties

Poster walk sessions will be held again this year. This event was introduced by ISBT in Cape Town in order to gain the maximum benefit from the scientific work presented and to create a lively interaction between poster authors, poster chairs, members of the poster award committee (PAC) and interested congress participants.

This year, poster walks will be organised during both poster sessions on Monday evening (17:30-18:30 hours) and Tuesday evening (17:30-18:30 hours).

Poster authors, moderators and congress participants are kindly requested to be present at the beginning of the poster walk sessions. All presenting authors will receive a small sign by the organisers appreciating their presentation during the poster walks.

Drinks will be served during the poster walks. Following both poster walks, a light buffet dinner, drinks as well as some music will give authors and participants the chance to meet in different scientific marketplaces and discuss scientific as well as social topics.

### Poster Awards

Best rated posters abstracts presented during the poster walks will be evaluated by experts in the field. These experts will meet as poster award committee and grant poster awards to the best poster presentations. Therefore, only posters, which are presented by the responsible author during the poster walks, might qualify for a poster award.

The poster award committee is free to grant these heavily endowed poster awards to the best presentations.

Poster award winners will be notified during the congress and will receive free access to the congress banquet "Unter den Linden" on Wednesday, June 30 as special guests of the congress president. During the gala dinner, the congress president and the chair of the poster award committee will grant the poster awards to the winning presenters.

### **Poster Viewing and Presentation**

Posters will be on display in the poster area during exhibition hours.

Poster authors are requested to be present at their poster during the poster walks. During these poster walks, an expert in the field will discuss posters with the presenting author and congress participants.

### **Poster Area**

Posters will be presented in the poster hall, which is located in the Exhibition area (hall 11.1; see floor plan in the final programme or on the ISBT Berlin web site)

### **Poster Mounting and Dismantling**

The **ODD numbered posters (e.g. P-0001)** allocated to the poster walk and party on **Monday, June 28**, should be mounted on Sunday, June 27 as of 19:00 hours (after the official opening ceremony) and should be dismantled on Tuesday, June 29, before 10:00 hours at the latest.

The **EVEN numbered posters(e.g. P-0002)** allocated to the poster walk and party on **Tuesday, June 29**, should be mounted on Tuesday, June 29, after 10:00 hours. All material should be removed by Wednesday June 30, before 18:00 hours.

The number of your poster can be found in the abstract book.

Assistance and material for mounting the posters will be available from set-up time at the poster desk in the poster area. Setting-up a poster generally takes at least 15 minutes. Material that has not been taken down by the authors in time will be removed by the organization and destroyed.

### **Responsibility for Poster Presentation**

ISBT, DGTI and local committees (LSC, LOC and PAC) do not assume any responsibility for material displayed on the poster boards.

### **Queries**

If you have any queries concerning the procedures, please contact the ISBT Congress Secretariat Tel: +31 (0)20 679 3411 or [isbt.berlin@eurocongress.com](mailto:isbt.berlin@eurocongress.com)