

**ISCB ASC 2018  
26-30 August 2018  
Melbourne Convention and Exhibition Centre, Melbourne  
[www.iscbasc2018.com.au](http://www.iscbasc2018.com.au)**

## **GUIDELINES FOR POSTER PRESENTATIONS**

The Joint International Society for Clinical Biostatistics (ISCB) and Australian Statistical Conference (ASC) 2018 Organising Committee welcomes your contribution to the 2018 Conference.

To ensure that your poster presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

### **REGISTRATION DETAILS**

#### **Prior to the Conference**

All presenters are required to register and pay to attend the Conference. If your registration is not received by **Friday 29 June 2018**, your paper may be withdrawn from the program. If you have not done so already, please visit [www.iscbasc2018.com/registration/](http://www.iscbasc2018.com/registration/) and complete the registration form.

Please note that all visitors to Australia must have a valid visa to travel to and enter Australia. It is strongly recommended that Australian visa applications are lodged at least two months prior to departure from your point of origin. Welcome letters can be requested by emailing the Conference Managers following completion of Conference registration. For more information from the Australian Immigration Office regarding visa applications please follow [this link](#).

#### **Onsite at the Conference**

Upon arriving at the Conference, please visit the registration desk to collect your name badge and other related materials.

The **registration desk** will be located in the **Main Foyer 3 on the ground floor** of the Melbourne Convention and Exhibition Centre (MCEC). The registration desk will operate during the following times:

Monday 27 August 2018..... 0800 – 1730  
Tuesday 28 August 2018..... 0800 – 1730  
Wednesday 29 August 2018 ..... 0800 – 1730  
Thursday 30 August 2018..... 0800 – 1730  
*Please note that times are subject to change*

Registration will also be available on **Sunday 26 August 2018** on **Level 1 Foyer** of the Melbourne Convention and Exhibition Centre (MCEC) in close proximity to Meeting Rooms 107 to 112.

Please ask at the registration desk if you have any queries regarding your presentation.

### **LOCATION OF POSTER DISPLAY AREA**

Poster boards will be located in the **Main Foyer 3 on the ground floor** of the MCEC.

A list of posters and allocated numbers will be available at the registration desk for viewing upon your arrival and will also be available on the conference app. Please ensure that your poster is displayed on the correct poster board, as identified by your number.

## POSTER PRESENTATION TIME

Posters will be separated into themes identified by the Scientific Program Committee, and on display throughout the duration of the Conference. Authors are encouraged to stand by their posters during refreshment breaks and liaise with delegates browsing the poster area.

## POSTER PITCH COMPETITION

Upon submission of your abstract, you indicated that you would like to take part in the Poster Pitch Competition, which includes giving a three-minute oral presentation on your poster. These sessions will be held on Monday in the pre-lunch (1100 to 1230) and afternoon (1330 to 1500, 1530 to 1700) sessions and Tuesday morning (1100 to 1230) in the **Main Foyer 3** on the ground floor of the MCEC. These sessions will have a chair and a microphone and small speaker will be provided. **You will be advised of the allocated day and time for your presentation in the coming weeks.**

Finalists for the Poster Pitch Competition (the top 3 student and non-student pitchers determined by chair and delegate voting) will be asked to participate in the 'Best of the Best' poster session which will be held in the Main Auditorium from 10-10.30am on Wednesday morning. Finalists will be notified about their presentation in the 'Best of the Best' poster session by email no later than 8pm on Tuesday evening, so please check your email that evening to find out whether you have been selected to participate. The winners (one student and one non-student delegate) will be announced during the closing ceremony at 1700 – 1730 on Thursday afternoon.

## POSTER SET-UP AND 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.

Set-up of posters – from 0800 to 1200, Monday 27 August 2018.

Removal of posters – after 1730 Thursday 30 August 2018, all posters must be removed by 1830.

## POSTER PREPARATION

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

Posters should follow the following guidelines:

### TITLE

The title should reflect the content of your poster and match your abstract submission.

### CONTACT INFORMATION

Name, organisation, telephone number, e-mail address and of the corresponding author and the affiliations of all co-authors should appear on the poster.

### SIZE

The poster must be no larger than **portrait A0** (841mm × 1189mm) (2.7592ft x 3.9009ft).

### 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
<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 authors and the contact details for the corresponding author.
<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.

## LANGUAGE

Please note that the official Conference language is English. All posters and presentations must be in English.

## 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 of your poster can be very useful, but please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor, the Conference Managers will remove it. 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.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour where possible. Figure and table legends are essential and should be short but informative. For visual effect, we recommend that graphs 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.

**Thank you for your help in making the ISCB ASC 2018 Conference a success.**

**For further details or assistance, please contact the Conference Managers at [iscbasc2018@arinex.com.au](mailto:iscbasc2018@arinex.com.au).**

Joint International Society for Clinical Biostatistics and Australian Statistical Conference 2018

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