

TECHNICAL GUIDELINES MODERATED POSTERS



NEW FORMAT FOR POSTER SESSIONS - Please read the guidelines carefully!

- Each Poster session is 90 minutes long.
- There are 2 types of presentations in each Poster Session.
 - > Invited Poster Discussion (IPD): 4 min presentation + 2 min QA, 4 PPT slides.
 - > Moderated Poster (MP): 2 min discussion at the poster
- The first 30 minutes of the session are reserved for 4-5 Invited Poster Discussions.
 - > Each IPD presenter will go on stage to present their PPT slides and answer the audience's questions.
- After the Invited Poster Discussion there is time to present the Moderated Posters.
 - > The session chair will go to each MP, one after the other, so each MP gets exposure for 2 minutes. MP presenters should prepare a 1 min summary of results of their work and be ready for questions from the delegates.
 - > Authors, chairs and delegates will stand next to the poster to discuss it.
 - > If there is time after all MP authors have presented, delegates can go back to the posters they were most interested in and discuss more with the author. So please stay next to your poster until the session is over to be available for questions.

Poster Guidelines - MODERATED POSTERS

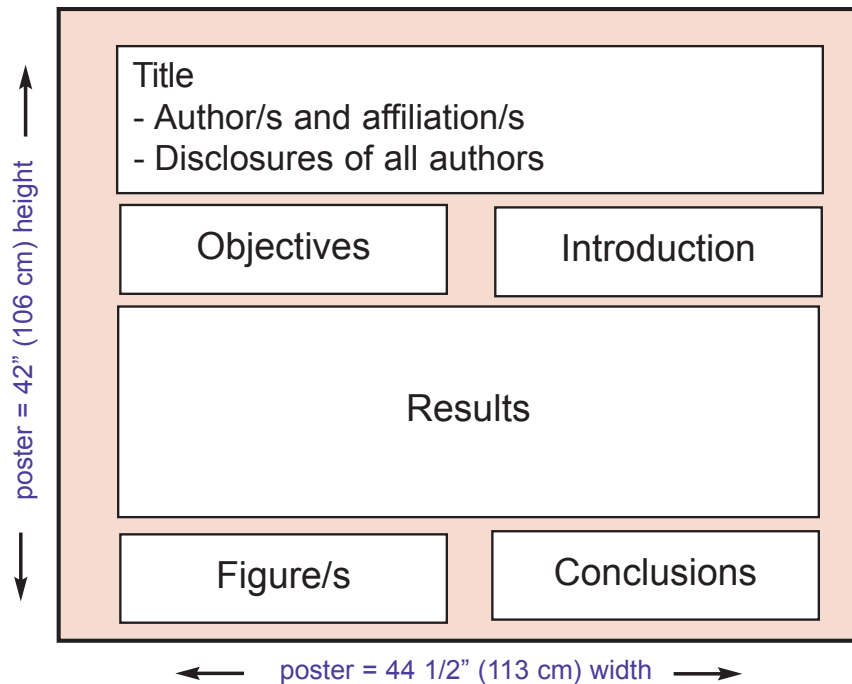
- **Disclosure of potential conflict of interest:** For accreditation purposes, all abstract authors must disclose any conflicts of interest. This can be done in one of two ways: 1) By including all disclosures on the printed poster; 2) By printing an accompanying piece of paper with all the disclosures to pin up on the poster board beside the poster. Please use [this template](#).
- Each poster must have a **top label** indicating the title of the poster, the names of the authors and their affiliations. The size of the characters for the title should be at least 0.8" (2 cm) high.
- **Poster text** should be large enough to be read from a distance of 3' (1 meter) or more. This is possible using a letter size of at least 0.4" (1 cm).
- Keep **illustrative material** simple (charts, drawings and illustrations). Simple use of colour is effective for adding emphasis.
- Simple "Introduction" and "Conclusion" sections are usually helpful. When feasible, use graphs for demonstrating qualitative relationships, use tables for precise numerical values.
- **Do not mail posters** in advance, they may not arrive in time or at the right place; bring them with you to the conference.
- **Poster set up:** The presentation room will be open **30 minutes before** the start of the session. Please make sure your poster is mounted 15 minutes prior to session start time. Velcro and push pins will be provided.

How to find your poster board:

- Your poster board is marked with your poster number
- It consists of **MP**, followed by the **last two digits** of your program number: e.g MP.10 .
- Your program number (e.g. MP-01.10) is indicated in the email with your final presenting time and in the online program at <https://cua.tech4pco.com/mobis/programme>. Click on the Poster Session to see all presentations with their program numbers.
- **Poster removal:** Posters have to be taken down immediately after the end of the session. The CUA 2017 Secretariat cannot accept liability for lost or damaged posters. The CUA 2017 Secretariat will not mail posters to authors after the meeting. Posters that weren't removed will be discarded.

Please follow the below template when designing your poster

Poster dimension = 44 1/2" (113 cm) width x 42" (106 cm) height



Arriving at the Conference

Registration:

Your registration package will be located at the registration counter.

Speaker Ready Room – Room Wellington:

If you have any questions or need anything you can always come to the Speaker Ready Room and we will assist you.

Hours of Operation:

Saturday, June 24	1100-1800
Sunday, June 25	0700-1720
Monday, June 26	0700-1630
Tuesday, June 27	0700-1300



If you have several Poster Presentations:

Please make sure you are in the right poster room at the right time. You might only have about 5 minutes travel time until your next presentation in another room. You can always consult your schedule by logging in the Program Management system where you accepted your invitation. We suggest that you bookmark the website and save your password on your cell phone so you have it always handy.

Website: <https://cua.tech4pco.com>

Username: your email address

Password: to reset your password please email to leona@iseventsolutions.com

On your dashboard go to “**My Lectures**” to see the timing and the rooms for your presentations.