

## Guidelines for Poster Presentations

The Organising Committee welcomes your contribution to O=MEGA23/WCO4. 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 Event

All presenters are required to register and pay for the Event. If you have not yet registered, please [click here](#) to register.

#### Onsite at the Event

Presenters must visit the registration desk at the **Goldfields Theatre Foyer** or the front of the **Trade Fair**, of Melbourne Convention and Exhibition Centre when first arriving, to collect your name badge.

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

Friday 8 September	0730 – 1900 hours
Saturday 9 September	0800 – 1700 hours
Sunday 10 September	0800 – 1630 hours

*Timings are subject to change.*

### Location of Poster Display Area

Poster boards will be located at the O=MEGA23 Trade Fair. All presenters will require their name badge to access the Trade Fair.

For identification purposes, a poster board number will be allocated to your poster. Please ensure that your poster is displayed on the correct poster board. **Do not place your poster in an alternate location.**

### Poster Presentation Time

Authors are required to stand by their posters during lunch breaks and liaise with delegates browsing the poster area.

Poster presentations will open:

Friday 8 September	1130 – 1330 hours
Saturday 9 September	1230 – 1430 hours
Sunday 10 September	1230 – 1430 hours

Please refer to the website for your allocated poster time and day.



## Poster Set-up / Removal Times

As posters will be on rotation, it is important that in order to set-up your poster accordingly to the below times.

### Friday 8 September

Poster set up: 0830 hours, Friday 8 September 2023

Poster removal: 1900 hours, Friday 8 September 2023. *All posters must be removed by 1930 hours.*

### Saturday 9 September

Poster set up: 0830 hours, Saturday 9 September 2023

Poster removal: 1700 hours, Saturday 9 September 2023. *All posters must be removed by 1730*

### Sunday 10 September

Poster set up: 0830 hours, Sunday 10 September 2023

Poster removal: 1500 hours, Sunday 10 September 2023. *All posters must be removed by 1530*

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

## 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.
- **Size**  
Posters must be no larger than A0, **1189mm wide x 841mm high (46.8 x 33.1 inches)**. Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Event. It is therefore essential that the poster adheres to the specified measurements. Please see the below image for a reference guide.



- Lettering**  
 The poster should be easily readable at a distance of two (2) metres.

### 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

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

### Language

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

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.

**Thank you for your help in making the O=MEGA23 in partnership with the 4<sup>th</sup> World Congress of Optometry 2023 a success.**



For further details or assistance, please contact the Event Managers.

O=MEGA23/WCO4  
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Event Managers

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