



INSTRUCTIONS FOR POSTER PRESENTERS

Registration

All presenters are reminded that they must register and pay to attend the conference. You can register on line at <http://www.arterysociety.org/our-activities/our-conference/registration/>

Change of presenter

It is important that we know the name of the **PRESENTER** - please ensure that we have the presenter's contact details. Should the name of the presenter change at a later date, please notify the Secretariat immediately. Email: artery@conferencecollective.co.uk

Mounting and Removal of Posters

If the poster presenter is unable to meet the set-up or removal times, you must arrange for a co-author or other colleague to assist with set-up and/or removal. **All posters remaining in the venue after Saturday 20 October at 13.00hrs will be discarded.**

POSTER DISCUSSION SESSIONS

Presenters must be available at their posters throughout the duration of their session.

POSTER SESSION	DATE	TIME
Poster Session I	Thursday 18 October	18.00-20.00 hrs
Poster Session II	Friday 19 October	13.00-14.30 hrs

Storage of Poster Tubes and Packaging

A poster tube storage facility will be provided. All poster presenters should ensure that their poster tubes are clearly labelled for identification purposes with your name and poster number.

YOUR POSTER NUMBER WILL BE DISPLAYED AT THE TOP OF THE POSTER BOARD

Not to exceed 900 mm

Please note the following instructions (and see additional guidelines for designing your Poster Presentation)

1. **Do NOT exceed the overall poster dimensions: (900 mm wide by 1900 mm high).**
Ideal measurements: 865mm wide by 1175mm high.
2. Please include the abstract title at the top of your poster.
3. Please ensure that the text of the poster is clear and can be read from a distance of 2 metres - please read the guidelines on how to prepare your poster.
4. Posters should be attached to the boards with drawing pins, which will be supplied by the organisers. Posters should therefore be made from light-weight materials.

5. **Mounting and removal of posters:**

Mounting posters: Between 10.30-16.30 on Thursday 18 October 2018

Remove posters: Between 12.00-13.00 on Saturday 20 October 2018

We request your cooperation in keeping to the times above for mounting and removing posters. This will ensure that as many delegates as possible are able to view the posters.

All posters should be displayed for the duration of the meeting.

6. **Poster discussion**

Presenters must be available at their posters throughout the duration of their session.

POSTER SESSION	DATE	TIME
Poster Session I	Thursday 18 October	18.00-20.00 hrs
Poster Session II	Friday 19 October	13.00-14.30 hrs

Not to exceed 1900 mm