54ᵗʰ RANZCO Congress

Static/Hard Copy Poster Presenter Guidelines

RANZCO 2023
Reconnecting vision
20-23 October

Photo courtesy of Tourism Western Australia

Contents

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passionate about conferences

Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming 54th Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 21 – 23 October 2023 at the Perth Convention and Exhibition Centre (PCEC), Perth.

This document has been prepared to assist you with planning a successful static poster presentation at the RANZCO Congress 2023.

Checklist

Item	Due Date
Register and pay registration fees*	Prior to the Congress
Organise the printing of your poster*	Prior to the Congress
Prepare any handouts to distribute to delegates (if applicable)	Prior to the Congress

*mandatory

Registration

All poster presenters must have registered and paid the applicable registration fees to be able to present at the Congress (or have a co-author present) in order to remain in the program. Poster presenters who fail to pay registration fees risk being removed from the program at the discretion of the Program Committee. There is no reduced registration fee for presenters.

Please go to the Registration page on the Congress website at https://www.ranzco2023.com/registration/ to register if you haven't already done so.
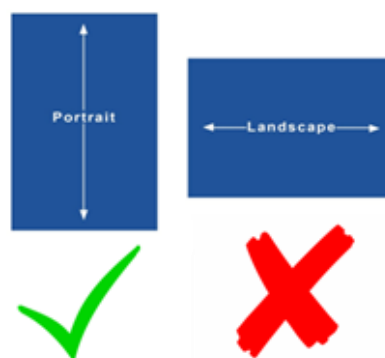
About Your Poster Presentation

1. Poster Specifications

All posters should be an interesting visual presentation of your submitted abstract. Posters should meet the following criteria:

Dimensions
- The poster must be no larger than AO size (AO size is 841mm x 1189mm)
- Orientation of your poster must be in portrait style

Disclosures must be displayed on your poster. For example: 'Supported by a grant from…' or 'no financial disclosures'.

To help you prepare your poster, we recommend you consider alternative formats to maximise its impact. You may find inspiration in videos such as this link: https://youtu.be/1RwJbhkCA58

Presentation Time

The official Poster Presentations will be on **Sunday 22 October 2023 from 17:00 – 18:00** at the **Poster and Film Festival** Session at the PCEC. During this time, please be near your poster/s to be able to answer questions and discuss the content of your poster with delegates.

You may also use a poster attendance card that will be provided at each presenting author's poster board to note specific times when you will be available at your poster board (in addition to the Poster and Film Festival session) – for example during catering breaks.

There will also be space on the card for you to provide contact details, should delegates wish to discuss your poster with you further. Providing your contact details is optional.

Set-up of Posters

The posters will be on display for the duration of the Congress in the Exhibition Hall. Please bring your poster with you on the day of your registration (unless you have arranged for it to be printed by the **recommended poster printer (see details below)** in which case it will be delivered to the Congress venue).

Ensure your poster is displayed prior to 10:00am in time for the first break on Saturday, 21st October 2023 if you are attending the entire Congress, or prior to 10:00am on the day of your registration. It is your responsibility to attach your poster to the poster board. Special re-usable poster clips will also be available for purchase at a cost of AU$10 from the Congress registration desk – cash only.

Alternatively, please bring Velcro tape/Velcro dots to attach your poster to the display board. Drawing pins should not be used. There will be no Velcro available on site.

Removal of Posters

Posters must be removed on Monday 23 October (by 15:30 – end of Afternoon Tea), as the poster boards will be dismantled after this time. The organisers take no responsibility for any posters that remain up after this time.

Poster Award

Two independent Judges will decide on the winner of the best poster based on quality and originality of the content as well as presentation. The winner will be selected and announced at the **Poster and Film Festival** on Sunday 22 October between 17:00 - 18:00.

Recommended Poster Printer

For presenters who wish to have their posters printed and delivered to the Congress venue (PCEC) prior to the commencement of the Congress, SNAP Perth CBD can provide this service for a fee of:

• A0 Poster Printed full colour 1 side on 200gsm. Delivery included to the PCEC $80 +gst

• A0 Poster Printed full colour 1 side on 200gsm with laminate. Delivery included to the PCEC $110 +gst

Instructions:

1. Ensure your poster is formatted to AO Portrait
2. Save your artwork as a high resolution PDF file
3. Send the file as a high resolution PDF (UP TO 20mb) at 1189mm (h) x 841mm (w) to perthcbd@snap.com.au by Monday 9th October 2023 and clearly state in the email:

   Event Name: RANZCO Congress 2023
   Presenter Name: <insert your name>
   Venue: PCEC, Perth
4. Arrange payment directly with SNAP Perth CBD via credit card

If you utilise this service, please collect your poster/s from the Registration Desk and hang it up on the poster board.

Handouts

If you wish to provide materials for delegates at the Congress, you need to bring these with you as there will be limited photocopying facilities at the Congress. Handouts can be very useful, however, please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor the Congress Managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your board.

2. Poster List

The poster list (with authors and abstracts) can be seen online at: https://www.xcdsystem.com/ranzco/program/uzrKKze/index.cfm Poster numbers will be issued closer to and at the Congress.

Only authors or co-authors can present at the Congress. If you are not a listed co-author and are presenting the poster on behalf of one of the authors, please contact the Congress Office for prior approval through the Program Committee.

Withdrawals

If you choose to withdraw your poster, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters about the poster being withdrawn.

Important Notes: A withdrawn poster will not be reinstated.

Top posters as identified by Australian Vision Research (AVR)

AUSTRALIAN VISION RESEARCH
australianvisionresearch.org

Australian Vision Research is an organisation dedicated to promoting and supporting research and awareness into the causes of eye disease and the prevention of blindness. A panel will review the abstracts and identify the 'top abstracts'. These abstracts will be marked in the program and the presenters will be issued a certificate post Congress.

Further Information

If you require any further information about registration, program or venue, please visit the Congress website or contact the RANZCO Congress Office:

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