

Guidelines for Poster Presentations 2019

Poster Display Location

The poster display panels will be located in the Function and Convention Centre, Ground Floor, Royal Melbourne Hospital, City Campus. For identification purposes a Poster ID Number will be assigned to you in due course. Please ensure that your poster is displayed on the correct display panel. Do not place your poster in an alternate location.

Poster Set-up/Removal Times

Set up of posters – Between 10.00 to 11.30 am
Thursday 20 June 2019

Please note that you are required to bring Velcro to attach your poster to the poster boards – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.

Removal of posters – Between 2.00 pm to 3.00 pm on
Friday 21 June 2019.

All posters must be removed by 3.00 pm. Organisers do not take any responsibility for returning uncollected materials to the authors.

To be considered for a MH Research Week poster prize, your poster must be on display from:
11.30 am, 20 June 2019 to
2.00 pm Friday 21st June 2019

Poster Viewing Session

Poster Viewing Session is from **11.45 am to 12.45 pm, Friday 21 June 2019**. All authors are expected to be at their posters during this time.

Poster Presentation

The poster should be a visual presentation of your submitted abstract. You may use the [RMH Poster Template](#) or create your own. Posters should meet the following criteria:

- » **Title:** The title should reflect the content of your poster and match your abstract submission.
- » **Contact Information:** Name, organisation, e-mail address of the corresponding author and the institutional affiliations of all co-authors should appear on the poster.
- » **Contents:** The poster should contain the study aims, methods, results and conclusion.
- » All content should be simple and not overburdened with details – “minimising detail maximises information transfer.”
- » **Poster Size:** The poster must not be larger than 1 metre x 1 metre. Note that posters can be smaller than – if you are unsure, contact the organiser.
- » **Lettering:** Posters should be typed in clear print that can be easily read from distances over one metre.
- » **Graphics:** Illustrations should be professionally drawn and photos should be high.
- » **Melbourne Health Logo:** For best results download organisational logos from the [MH Intranet](#).

Declaration of Interest

All financial support for the work and collaboration should be acknowledged.

RMH Poster Printing Service

RMH Medical Illustration provides a printing service to all Melbourne Health staff and external health organisations at a cost of \$90 per square metre for MH staff and \$125 (incl. GST) per square metre for non-MH staff.

Instructions

Email your poster in PowerPoint or PDF format to medical.illustration@mh.org.au by **COB Wednesday, 12 June 2019**. If you cannot make this deadline, please contact Medical Illustration to discuss (details below).

If you cannot email the file, bring it to Medical Illustration on a USB stick.

1. Supply your contact details, phone and email.
2. Include your cost centre number or if you are external to MH, provide your billing address.
3. Indicate if you would like paper or fabric.
4. Indicate size - note that MH Research Week posters are allocated maximum size of 1m x 1m.

Where is Medical Illustration located?

RMH City Campus
Level 1 South West
Telephone: 03 9342 7233
Email: medical.illustration@mh.org.au

MH Research Week Organisers:

For further details or assistance, please contact the Research Week Coordinator, Angela Magira at the Office for Research:

RMH City Campus
Level 2 South West
Telephone: 03 9342 7950
Email: Research@mh.org.au
Internet: <https://www.thermh.org.au/research>