

Guidelines for Poster Presentation

Please review the checklist below to ensure that you have not missed any important information while preparing for your poster presentation for the 9th Asia Pacific Hospice Conference.

- **Poster Material:** Posters should be of paper or thin card material
- **Size:** Posters should be no larger than 80cm wide x 130cm high in portrait size, not landscape.
- **Layout:** Place the title of your abstract prominently at the top of the poster to allow viewers to identify your poster. Indicate:
 - i) the abstract's presentation number
 - ii) title
 - iii) author(s) names

The poster should be easily readable from a distance of about 1m. A carefully considered layout attracts interest and facilitates understanding of the authors' findings and their significance. The lettering for this section should not be less than 5cm high. Other major headings should be in lettering at least 2cm high, minor letterings should be at least 0.5cm high.

- **Font:** Use large enough fonts so that it would be easy to read the poster. For headings, use at least a 48 point font size. For text, at least 18 point font size.
- **Mounting:** You must be able to mount your poster with Velcro tape. Please bring along your required amount of Velcro tape. Any other equipment such as a free standing display, computer display equipment or other audio-visual equipment are not permitted.
- **Display:** All posters must be set up between 0800 and 1900 on Thursday 14 July 2011. Posters will be in display during the conference for the Full Registration authors. Posters by authors who registered for Day Registration will be on display according to their registration day.
- **Dismounting posters:** Please take them down within one hour after the close of the Conference on 17 July 2011. The conference secretariat will not be responsible for the posters that are not taken down in time.
- **Conference Secretariat:** The Secretariat room will be located at the Kuang Function Room, Lower Level 1, Main Wing of Hotel Equatorial. Staff will be available to assist you with the mounting of your poster.
- **Location:** You will be informed of your poster number and the site of the poster display at a later date.

Please address all queries to the 9th APHC 2011 Secretariat at aphc2011@gmail.com.