



INSTRUCTIONS FOR POSTER PRESENTERS

Registration

All presenting authors are reminded that they must register and pay to attend the conference. You can register on line at <http://srf-reproduction.org/events/srf-annual-conference/registration/>. **The earlybird registration rates are available up to and including Friday 3 June.**

Change of presenter

Should the name of the presenter change at a later date, please notify the Secretariat immediately.

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.

Mounting of Posters

Monday 11 July: Posters should be mounted between 10.30 - 12.45 hrs

Removal of Posters

Wednesday 13 July: Posters should be removed between 11.15 - 13.00 hrs

We regret that we are unable to forward posters to authors following the conference. Any posters remaining on boards after 13.00 hrs on Wednesday will be discarded.

Poster Sessions

There are two dedicated poster sessions within the Scientific Programme. During these sessions the presenting author should stand at their poster to speak with fellow delegates and poster judges. Please note that if you are not by your poster during the allotted time, you will not be considered for the SRF Poster Prize.

Poster Session 1 – Monday 11 July: 17.50 – 19.00 hrs

Presenters of **ODD POSTER NUMBERS** (e.g. P01, P03, P05) should stand by their poster.

Poster Session 2 – Tuesday 12 July: 10.30 – 11.40 hrs

Presenters of **EVEN POSTER NUMBERS** (e.g. P02, P04, P06) should stand by their poster.

Storage of Poster Tubes and Packaging

A poster tube storage facility will be provided. Please do not leave your tube by your posterboard as it presents a health and safety hazard. All poster presenters should ensure that their poster tubes are clearly labelled for identification purposes with your name and poster number.

PREPARING YOUR POSTER

P01	YOUR POSTER NUMBER WILL BE PROVIDED AND DISPLAYED AT THE TOP OF THE POSTER BOARD
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Not to exceed 900 mm

Not to exceed 1200 mm

Please note the following instructions when preparing your poster

- Do NOT exceed the overall poster dimensions: (900 mm wide by 1200 mm high).**
- Please **include the abstract title** at the top of your poster.
- 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.
- Posters should be attached to the boards by Velcro, which will be supplied by the organisers. Posters should therefore be made from **light-weight** materials.
- Mounting and removal of posters:**

Posters should be mounted
From 10.30 – 12.45 hrs on Monday 11 July

Posters must be removed
Between 11.15 and 13.00 hrs on Wednesday 13 July

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.

PRESENT-A-POSTER SERVICE



Take the hassle out of carrying your poster to the conference. Don't risk forgetting it, or losing your poster in transit.

Order your poster from the Secretariat poster printing service.

Send your poster file to us by email and we will print it and mount it on your poster board in time for the start of the conference.

Order deadline: Friday 17 June 2016

Email: posterservice@conferencecollective.co.uk for more details.

