



GUIDELINES FOR POSTER PRESENTATIONS

The Organising Committee of the 27th International Conference on Organometallic Chemistry / RACI Inorganic Chemistry Division Conference welcomes your contribution to the 2016 Conference.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register for the Conference by **20 April 2016**. To register please visit www.icomc2016.com/registration and complete the delegate registration form. There is no special registration rate for presenters.

Onsite at the Conference

Presenters will need to register at the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

If you have any queries regarding the program or your presentation, please visit the registration desk located in the main Conference area at the Melbourne Convention Centre. The desk will operate during the following times:

Sunday 17 July 2016.....	1500 – 1800
Monday 18 July 2016	0730 – 1800
Tuesday 19 July 2016	0800 – 2000
Wednesday 20 July 2016.....	0830 – 1400
Thursday 21 July 2016.....	0800 – 1730
Friday 22 July 2016	0900 – 1230

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located on Level 1 in room 105/106 and its foyer in the Melbourne Convention Centre.

A list of posters and allocated numbers will be available on the message board near the registration desk for viewing upon your arrival. For identification purposes poster board numbers will be provided onsite, please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location. Posters will be arranged in numerical sequence based on submission theme.

POSTER PRESENTATION TIME

Poster authors are required to attend the poster booth during the specified Poster Session times. There are two poster sessions scheduled at ICOMC 2016. Please check when you register onsite, if you have been allocated to the session on Monday/Tuesday or Wednesday/Thursday.

POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your badge first so you are able to gain access to the poster area.

* Please note that the following schedule is subject to change depending on the program. Please visit the www.icomc2016.com/program regularly for any changes to the schedule.

Poster Session A

Monday, 18 July 08:30-10:00 Set-up of posters by author(s)

Tuesday, 19 July 8:30-18:00 Unattended

Tuesday, 19 July 18:10-20:30 Presentation by author(s)

Tuesday, 19 July 20:30 removal of posters (by authors) at the end of the poster session A

Poster Session B

Wednesday, 20 July 08:30-10:00 Set-up of posters by author(s)

Thursday, 21 July 8:30-16:40 Unattended

Thursday, 21 July 16:50-18:00 Presentation by author(s)

Thursday, 21 July 18:00 removal of posters (by authors) at the end of the poster session B

Posters remaining past 20:30 on Tuesday 19 July and 18:30 on Thursday 21 July will be taken down by the ICOMC 2016 staff who will not assume responsibility for these materials.

POSTER PREPARATION

The poster should be a visual presentation of your submitted abstract. **All posters must be portrait A0 size** (L 841mm × H 1189mm) (L 2.759 ft x H 3.905 ft).

The following instructions are recommendation only for preparation of posters:

TITLE

The title should reflect the content of your poster and match your abstract submission.

CONTACT INFORMATION

Name, organisation, telephone number, e-mail address and of the corresponding author and the affiliations of all co-authors should appear on the poster.

SIZE

The poster must be no larger than **portrait A0** (L 841mm × H 1189mm) (L 2.759 ft x H 3.905 ft).

LETTERING

The poster should be easily readable at a distance of two metres. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles.

LANGUAGE

Please note that the official Conference language is English. **All presentations must be made in English.**

GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- Please ensure your poster is professionally printed.

- 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 Conference Managers will remove it. If you wish to supply handouts you must hand these to delegates personally.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matt finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.
- **Note: The poster session is a technical session. It is not a suitable vehicle for commercial presentations. Exhibits of commercial goods or services will not be accepted in poster sessions. Lettering for company or product name in poster presentation may not exceed 2cm or 74 points size.**

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.

**Thank you for your help in making the ICOMC 2016 Conference a success.
For further details or assistance, please contact the Conference Managers.**

**ICOMC2016 Conference Managers
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