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CAPE TOWN, SOUTH AFRICA. 21-25 MAY 2018

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# INFORMATION FOR POSTER PRESENTERS

**WFOT CONGRESS 2018 Secretariat:**

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**think**businessevents  
*passionate about conferences*

## INTRODUCTION

The Congress Committee thanks you for agreeing to present your poster at the upcoming **WFOT Congress 2018 to be held at the Cape Town International Convention Centre**, Cape Town, South Africa from the 21<sup>st</sup> – 25<sup>th</sup> May 2018.

This document has been prepared to assist you with planning a successful presentation at the WFOT Congress 2018.

## CHECKLIST

Item	Due date
Register and pay registration fees*	29 March is the absolute deadline
Organise the printing of your poster*	Prior to the Congress
Prepare any handouts to distribute to delegates (if applicable)	Prior to the Congress

*\*mandatory*

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## REGISTRATION

All poster presenters must have registered and paid the applicable registration fees and must be able to present at the Congress in order to remain in the programme. **Poster presenters who fail to pay registration fees by 29 March**, risk being removed from the programme at the discretion of the Programme Committee.

There is no reduced registration fee for presenters. If you cannot attend the whole Congress, please ensure you are registered for the day/s you are scheduled to present. Please go to the Registration page on the Congress website at <http://www.wfotcongress.org/registration.php> to register.

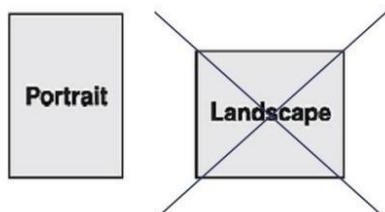
## ABOUT YOUR POSTER PRESENTATION

### 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**. If your poster is not in **portrait style it will not fit on to the allocated poster board**.



#### Presentation Time

Posters will be displayed for **ONE DAY** during the congress (Tuesday – Friday). Please check the Poster Programme to see when you have been scheduled to present at <http://www.wfotcongress.org/poster-programme.php>

You will be expected to be near your poster during catering breaks on your designated day 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, either during breaks or during concurrent sessions.

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 in the Exhibition Hall at the Cape Town International Convention Centre. Please bring your poster/s with you on the day of your scheduled presentation day/s. Ensure your poster is displayed in time for the first break (morning tea) of your scheduled presentation day/s. The exhibition hall will be open from 8am on Tuesday – Friday to set up your poster/s.

The poster boards will be smooth (not fabric) so please bring non marking materials such as blu tack or velcro adhesive to attach your poster to the poster board.

#### Removal of Posters

Posters must be removed by the close of sessions on Tuesday to Thursday. All posters still remaining by 8am the following morning will be removed and held by the Congress Managers until 1:30pm Friday 25<sup>th</sup> May, after which time they will be sent to the waste disposal. For Friday, posters must be removed by 1:30pm (by the end of lunch) as the exhibition area will be dismantled after this time. The organisers take no responsibility for any posters that remain up after this time.

## Recommended Poster Printer

For presenters who wish to have their posters printed and delivered prior to the commencement of the Congress, **Digital Express** in Cape Town can provide this service (including delivery to the CTICC) for a fee of:

**A0 Poster (1189mm x 841mm) without laminate @ R 400.00 each with VAT - printed 1 side on 160gsm satin**

**A0 Poster (1189mm x 841mm) with laminate @ R 500.00 each with VAT - printed 1 side on 160gsm satin**

### 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 841mm x 1189mm to dale@digitalexpress.co.za or crystal@digitalexpress.co.za by **Monday 7 May 2018** and clearly state in the email:

**EVENT NAME:** WFOT Congress 2018

**PRESENTER NAME:** <insert your name>

**VENUE:** CTICC

4. Arrange payment directly with **Digital Express**. **The WFOT Congress 2018 Secretariat accepts no responsibility for payment and/or delivery.**

## 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 at your poster for safety reasons. If handouts or poster packaging is found on the floor the Congress Managers will remove it to comply with the Occupational Health and Safety requirements of the venue. If you wish to supply handouts you must provide a holder that can be attached to your board.

## POSTER PROGRAMME

### Poster Programme

The poster programme is available on the Congress website at <http://www.wfotcongress.org/poster-programme.php>

Only **presenting authors** will be listed in the poster programme and programme handbook. ALL authors will be listed in the congress app. If your co presenter is not listed in the poster programme, please contact the WFOT Congress 2018 Secretariat by email at [info@wfotcongress.org](mailto:info@wfotcongress.org) and it will be added in.

## Withdrawals Policy

If you choose to withdraw your poster, please inform the Congress Secretariat 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*

## AT THE CONGRESS

### On Congress Days

**Date of Congress:** 21<sup>st</sup> – 25<sup>th</sup> May, 2018. Monday 21<sup>st</sup> May is Pre Congress Workshops and Education Day. Poster presentations and other sessions will commence on Tuesday 22<sup>nd</sup> May.

**Set up of posters:** In time for the first break of the Congress day on your scheduled presentation day/s. The exhibition hall will be open from 8am for you to set up your poster/s.

**Pack down of posters:** By close of sessions on Tuesday – Thursday  
By 1.30pm on Friday 25<sup>th</sup> May, 2018

**Congress Venue:**

Cape Town International Convention Centre (CTICC)

Convention Square, 1 Lower Long Street  
Cape Town, South Africa, 8001

<http://www.cticc.co.za/>



### Registration and Name Badges

The WFOT 2018 Congress Registration Desk is located at the CTICC and will operate during the times listed below:

Monday 21 May 2018	13:00 – 17:00
Tuesday 22 May 2018	07:00 – 17:30
Wednesday 23 May 2018	08:00 – 17:30
Thursday 24 May 2018	08:00 – 17:30
Friday 25 May 2018	08:00 – 12:30

On arrival at the Congress, please collect your badge and other materials at the registration desk. Friendly staff will be on hand during the opening hours advised above, to answer your questions and provide information about the Congress, venue and surrounds.

### Getting to the Congress Venue

The CTICC is located just outside of the Cape Town city centre. The location provides quick and easy access by car, train, bus or taxi. Please click on the following link for further information:

<http://www.cticc.co.za/maps-and-directions>

### Further Information

If you require any further information about registration, programme or venue, please visit the Congress website at <http://www.wfotcongress.org/>

### WFOT Congress 2018 Secretariat

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## HIINTS & TIPS for POSTER PRESENTERS – KEY POINTS TO CONSIDER

### **It is important that posters must:**

- Be instantly interesting
- Be readable within 2 minutes
- Minimise text
- Maximise figures/graphs/illustration
- Have a clear message
- Declare all affiliations and sponsorships

### **Attracting your audience - Poster design**

Poster title, whenever possible should invite / entice as well as inform

Heading should include authors and affiliations

Inclusion of figures/images should relate *both* to sections of poster and overall appearance

### **Poster Design**

- Sections should be highlighted:
  - Introduction/Rationale (brief)
  - Objectives
  - Methods OR Approach
  - Results OR Practice Implications
  - Conclusion
- One piece poster is better than several sections
- Lamination improves durability
- Can be constructed on most PCs or Macs and provided in layout form to printer
- Professional or home made? Remember appearance is important since posters are visual and it might be worth considering professional layout

### **Poster layout**

Keep graphs and all components of the poster simple

### **On the day**

- Be prepared to answer questions
- Consider supplying A4 copies of your poster materials to interested parties
- Making useful contacts

Guidelines on Poster Format

### **Title**

- The title should be at the top of the poster and must be the same as in the submitted abstract •
- 20-24 mm or 100 point maximum
- Upper and Lower Case (Title Format)

### **Headings**

- 48 point is suggested - 60 point maximum
- Heading should include authors and affiliations
- Title Case Headings such as “Introduction/Rationale”, “Objectives”, “Methods OR Approach”, “Results OR Practice Implications” and “Conclusions” are useful

## Content 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 a mixture of type/font styles.
- 24-28 point - 32 point maximum
- Single spaced Upper and Lower Case
- The text should be brief throughout
- Any description of methods should be simple and concise

## Content

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- 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. Results should be in line with those originally submitted in your abstract.
- 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 matte finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.