

Printed Poster Guidelines

FFN Global Congress 2022

20 – 22 October 2022

Melbourne Convention and Exhibition Centre (MCEC), Australia

<https://www.ffnglobalcongress2022.com.au/>



PRINTED POSTER GUIDELINES

The Fragility Fracture Network Global Congress (FFN) Organising Committee welcomes your contribution to the 2022 Congress.

Please take the time to **read these guidelines ahead of time.**

REGISTRATION DETAILS

Prior to the Congress

All presenters are required to register and pay for the Congress. Please register via the website here: <https://www.ffnglobalcongress2022.com.au/registration/>.

If you are unable to attend in person, please email the Congress Managers ASAP at ffncongress2022@arinex.com.au to request consideration for a virtual presentation. If approved, you will be given a virtual registration link to confirm your participation in the program.

Onsite at the Congress

Please visit the registration desk when you first arrive at the Congress and collect your name badge and other related materials.

If you have any queries regarding the program or your poster, please visit the registration desk located in the **Level 1 Foyer, Convention Centre area of the Melbourne Convention and Exhibition Centre**. The desk will operate during the following times:

Registration desk opening times:

Wednesday, 19 October 2022	14:00 – 17:00
Thursday, 20 October 2022	07:30 – 17:00
Friday, 21 October 2022	08:00 – 19:30
Saturday, 22 October 2022	08:00 – 12:30

**Times are subject to change.*

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.

Set-up of posters will be from **07:30 on Thursday 20 October 2022**. Removal of posters will be from **10:30 on Saturday 22 October 2022**, all posters must be removed by **12:30**.

Please note that if your poster is not removed by the specified time then the Congress Managers or the venue will dispose of the poster.

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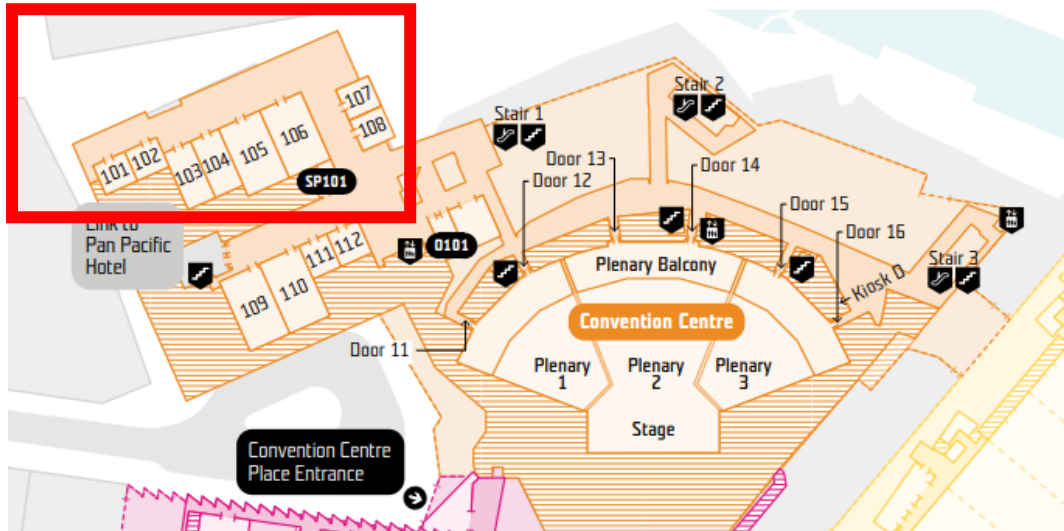
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POSTER DISPLAY LOCATION

Poster boards will be located in the **Level 1 Foyer**, of the **Convention Centre, MCEC**.



A list of posters and allocated numbers will be available on the Congress Website. A poster board number will be stuck to the poster boards onsite. Please ensure that your poster is displayed on the correct poster board. **Do not place your poster in an alternate location.**

POSTER PRESENTATION TIME

Posters should be displayed for the duration of the Congress. There will also be a designated poster viewing, and presentation session which is scheduled for **Friday, 21 October** from **17:30 – 19:30**.

A dedicated poster program will be made available on the website for attendees and authors to view of all accepted posters for presentation. Posters will also be available for viewing during catering breaks. Authors are encouraged to stand by their posters during refreshment breaks and liaise with delegates browsing the poster area.

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.

POSTER PREPARATION

Posters should be a visual presentation of your submitted abstract and they should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasise graphics, and make sure everything in your poster is necessary. Posters should meet the following criteria:

TITLE

The title should be the same as indicated in the original abstract.

CONTACT INFORMATION

Name of all authors and their organisation should appear on the poster.

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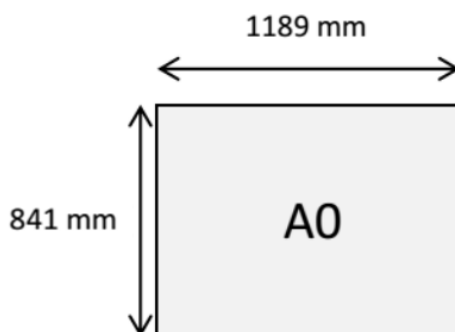
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SIZE

Posters must be no larger than **landscape A0 (841mm x 1189mm)**.



Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Congress. It is therefore essential that the poster adheres to the specified measurements.

LETTERING

The poster should be easily readable at a distance of two (2) metres.

Type of Text	Character Size	Case/Style	General Advice
TITLE	20-24 mm or 100 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the author(s) and their organisation(s).
HEADINGS	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
CONTENT	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.
LABELS AND TEXT IN LABELS	28 point	Upper and Lower Case	Any description of methods should be simple and concise

Printing

100% recycled paper (uncoated, no gloss, off-white), vegetable-based inks (made from the extracts of corn, walnut, coconut, linseed, canola and soybean, the oils), dry digital printing toner.

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OPTIONAL DIGITAL POSTER

Digital posters will be available for viewing on the Congress virtual platform. Audio is supported if embedded. Attendees can zoom in or out and swipe to view more slides. Attendees can also contact you via the system to engage in a conversation about your poster.

Digital Posters are created as PowerPoint presentations and uploaded into the same [portal](#) you used to submit your abstract. This system converts your poster presentation into an interactive format for viewing.

All digital posters must be uploaded to the online portal by **23:59 AEST on Friday 14 October 2022**.

When creating your digital poster, please follow these guidelines:

- All digital posters must be submitted in either .PPT or .PPTX format.
- All digital posters must be submitted in 16:9 portrait orientation.
- If you would like to do so, you are limited to a maximum of 4 slides within your digital poster, organised as you wish. Posters that consist of only a single slide can still have embedded animations and/or multimedia.
- JPEG or PNG is the preferred file format for inserted images. Please be mindful of any copyright issues of photos used when creating your poster
- Each submitted poster file in .PPT or .PPTX format must not be larger than 1GB
- Font – Calibri, Verdana, Times New Roman and Arial are recommended
- Font size – 20-24pt for Titles/Headings and size 14-18pt for text blocks are recommended.

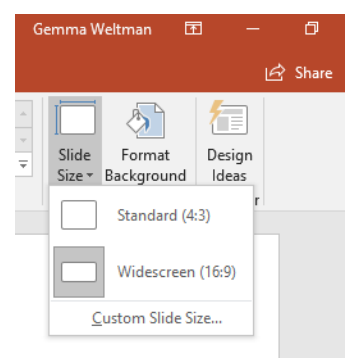
Support for multimedia:

- Slide transitions and animation is supported
- Embedded videos are supported. Ensure the video is embedded into the presentation file, as you will be unable to upload the video separately. The following formats are supported:
 - Video: AVI, WMV, MPG, MP4

POWERPOINT FORMATTING

Please ensure your **PowerPoint Presentations are in 16:9 format**. To adjust your slides, prior to creating your presentation, please follow these steps:

1. In PowerPoint 2013/2016 choose the “design tab” then click on the “slide size” button. In PowerPoint 2007/2010 choose the “Design” Tab then click the “Page Setup” button. In PowerPoint 2003 Choose File > Page setup.
2. In the drop-down box, select “Widescreen (16:9)”.
3. Note: Please aim to have a maximum of 15 slides to ensure you have time to discuss each slide within your presentation time.



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EMBED YOUR FONTS

We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

To embed your font into your PowerPoint presentation:

1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right-hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that 'Embed fonts in the file' and 'Embed all characters' are both selected.
4. Click 'Okay' and then save the presentation.

Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

For a step-by-step video on how to embed your fonts, please [click here](#).

EMBEDDING A VIDEO IN POWERPOINT

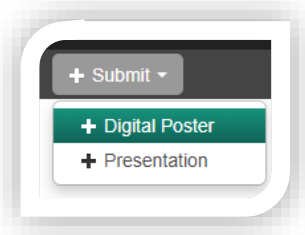
1. Click on the slide you want, then go to Menu > insert.
2. In the top right corner, click Video > Video on My PC.
3. Find the video you want to add and click and "insert".
4. Adjust the settings in the Video Format toolbar.
5. Preview your presentation.

UPLOADING YOUR DIGITAL POSTER

This is done via the submission [portal](#). All digital posters must be uploaded to the online portal **by 23:59 AEST on Friday 14 October 2022**. Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the online portal:

Please follow the below steps to upload your digital poster to the online portal

1. Log into the submission [portal](#) using your author login details (same as when you submitted your presentation)
2. From the home screen select the blue button "Submit Digital Poster." Alternatively, you can click on "Submissions" near the top of the screen and then select " + Submit" and "+ Digital Poster" as per the screenshot below:



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3. Select your abstract from the drop down that has been accepted as a Poster and then click the “Submit Digital Poster” button.
4. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
5. When you are ready to submit your digital poster, select the blue “Submit” button at the bottom of the screen.
6. Once your digital poster has been submitted if you select the “Digital Poster” tab the status will show as “Under Review.”
7. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

Please review and ensure your poster has been uploaded correctly. Should you require assistance uploading your digital poster, please contact the Conference Managers via ffncongress2022@arinex.com.au.

If you do not have PowerPoint installed

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

Please [click here](#) to download OpenOffice. Please [click here](#) for further information on using OpenOffice.

BENEFITS OF SUBMITTING A DIGITAL POSTER

- You can track statistics on the number of views and downloads (if you allow this option) your digital poster receives.
- Your poster can be easily searched via the Conference mobile app.
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish.
- Delegates can download your digital poster in PDF format (if you allow them to do so).
- You may embed a 5-minute pre-recorded video in your poster that acts as an oral presentation of your research.

General Advice for first time Presenters

- The message that your poster contains should be clear and understandable without a requirement for oral explanation. Methods should be presented simply and concisely.
- 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 Congress Managers will remove it. If you wish to supply handouts, you must hand these to delegates personally or provide a holder that can be attached to your poster board with Velcro.
- 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.

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- Results should be presented graphically if possible. Avoid large tables of data. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm. **Please be mindful of any copyright issues of photos used when creating your poster.**
- Use pictures, symbols, and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. 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.

Declaration of Interest

All financial support for the work and collaboration must be acknowledged as part of the presentation.

Language

Please note that the official Congress language is English. **All posters must be made in English.**

Thank you for your help in making the FFN Global Congress 2022 a success.

If you require further assistance, please contact the Congress Managers at:

FFN 2022 Congress Managers

Email: ffncongress2022@arinex.com.au

Phone: +61 7 9265 0700

Website: <https://www.ffnglobalcongress2022.com.au/>