RANZCO
2022

28 OCT - 1 NOV 2022

BRISBANE

Static / Hard Copy Poster Presenter Guidelines

RANZCO
THE LEADERS IN COLLABORATIVE EYE CARE

The Royal Australian
and New Zealand
College of Ophthalmologists

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think**business**events
passionate about conferences

Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming 53rd Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 28 October - 1 November 2022 at the Brisbane Convention and Exhibition Centre (BCEC), Brisbane.

If you wish to present your poster as a **static/hard copy poster**, this document has been prepared to assist you with planning a successful poster presentation at RANZCO Congress 2022.

(For e-Posters, please refer to the e-Poster email instructions to be sent on Friday 23rd September 2022.)

Checklist

Item	Due Date
Confirm your preference to present your poster as a static/hard copy poster *(Note that after this date, your only option will be to present an e-Poster)*	10th October 2022
Register and pay registration fees	Prior to the Congress
Organise the printing of your poster	Prior to the Congress
Prepare any handouts to distribute to delegates (if applicable)	Prior to the Congress

Registration

All poster presenters (whether hard copy or e-Poster) must have registered and paid the applicable registration fees to be able to present at the Congress (or have a co-author present) in order to remain in the program. Poster presenters who fail to pay registration fees risk being removed from the program at the discretion of the Program Committee. There is no reduced registration fee for presenters.

Please go to the Registration page on the Congress website at http://www.ranzco2022.com/registration/ to register if you haven't already done so.
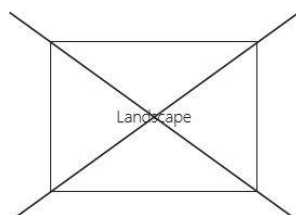
About Your Poster

1. 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 A0 size (A0 size is 841mm x 1189mm)
- Orientation of your poster must be in portrait style

Presentation Time

The official Poster Presentations will be on Saturday 29th October 2022 from 17:30 – 18:30 at the Poster and Film Festival Session in the Exhibition Hall at BCEC. During this time, you are expected to be near your poster 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 (in addition to the Poster and Film Festival session), 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 for the duration of the Congress in the Exhibition Hall at the BCEC. Please bring your poster with you on the day of your registration (unless you have arranged for it to be printed by the **recommended poster printer (see details below)** in which case it will be delivered to the Congress venue). Ensure your poster is displayed prior to morning tea in time for the first break of the Congress day (Saturday 10am if attending the entire Congress).

It is your responsibility to attach your poster to the poster board. Special re-usable poster clips will also be available for purchase at a cost of AU$10 from the Congress registration desk.

Alternatively, please bring Velcro tape/Velcro dots to attach your poster to the display board. Drawing pins should not be used.

Removal of Posters

Posters <u>must</u> be removed on Monday 31 October immediately after afternoon tea, as the poster boards will be dismantled after this time. The organisers take no responsibility for any posters that remain up after this time.

Posters on the Congress App

The poster listing and abstract will be on the RANZCO App. However, you may also choose to have an image of your poster added to the RANZCO Congress App. Once your poster is ready, please email the pdf file (please ensure the file is less than 5mb) to the RANZCO Congress Office at ranzco@thinkbusinessevents.com.au prior to the Congress so it can be added to the App. Please note that this is not mandatory, but highly recommended so delegates have more information on your poster/s.

Poster Award

Two independent Judges will decide on the winner of the best poster based on quality and originality of the content as well as presentation. The winner will be selected and announced at the Poster Presentation Session on Saturday evening.

Recommended Poster Printer

For presenters who wish to have their posters printed and delivered to the Congress venue (BCEC) prior to the commencement of the Congress, SNAP Printing in Brisbane can provide this service for a fee of **$79 plus GST**.

Instructions:

1. Ensure your poster is formatted to A0 Portrait - 1189mm (h) x 841mm (w)
2. Save your artwork as a high resolution PDF file
3. Send the file as a high resolution PDF (UP TO 20mb) to sales@snapqueen.com.au
   by Wednesday 19th October and clearly state in the email:

Event Name: RANZCO Congress at BCEC
Company name: <insert>
First Name Last Name: <insert>
Address: <insert>
Contact Number: <insert>
Credit card details: <insert>

4. Arrange payment directly with SNAP Printing

If you utilise this service, please collect your poster/s from the Registration Desk and hang it up on the poster board.

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 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 provide a holder that can be attached to your board.

2. Poster Program
The Poster Program is online at https://www.ranzco2022.com/full-program/.

Please select the 'Poster Program' to check your details and take note of your poster number.

Only presenters will be listed on the website program and program handbook. If you are a co-author or author, your name will not appear on the website program. However, it will be published on the abstract site as a supplementary issue to Clinical and Experimental Ophthalmology on the Wiley Online Library as well as the Congress App.

Only authors or co-authors can present at the Congress. If you are not a listed co-author and are presenting the poster on behalf of one of the authors, please contact the Congress Office for prior approval through the Program Committee.

Withdrawals

If you choose to withdraw your poster, please inform the Congress Office 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. If you accept the invitation to present a poster and do not 'show', you will be banned from presenting for five years.

Australian Vision Research (AVR) top presentations: AVR will identify the top presentations. These posters will be marked with a star on the Poster Program.

At the Congress
Date of Congress
28 October - 1 November 2022

Congress Venue
Brisbane Convention and Exhibition Centre Brisbane (BCEC)

Registration and Name Badges

Registration Desk: The RANZCO 2022 Congress Registration is located on the lower level of BCEC.

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

Registration Desk Times:

Friday 28 October	8:00 – 17:30
Saturday 29 October	07:00 – 17:30
Sunday 30 October	07:30 – 17:30
Monday 31 October	07:30 – 17:30
Tuesday 1 November	07:30 – 11:30

Getting There

The BCEC is located on Glenelg St, South Brisbane, QLD 4101.

Please click on the following link for further information: https://www.bcec.com.au/

Further Information

If you require any further information about registration, program or venue, please visit the Congress website or contact the Congress Office.

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