



12th World Congress of Psycho-oncology 12e Congrès International en oncologie psychosociale



## IPOS 12th World Congress of Psycho-Oncology Presentation Instructions

### A. Oral Presentations

A schedule of oral presentations, workshop presentations and symposia presentations has been posted on the congress website. The listing includes date, time and room assignments. Each room will be equipped with a data projector, laptop computer and screen. Speakers should bring their presentations with them on a USB memory stick (a backup is also recommended). Please arrive at your designated presentation room 5 – 10 minutes early to set up your presentation. There will be someone available to assist if you encounter technical difficulties.

If you require additional equipment and you requested this at the time of completing your abstract submission, the equipment will be available when you arrive.

You are encouraged to visit your assigned room during coffee breaks, lunches or before 8:30 am on the day of your presentation to test your presentation.

### B. Poster Presentation Guidelines

To ensure the poster presentations are successful, IPOS has drafted the following poster guidelines. We hope that these guidelines will be helpful to you when creating your presentation.

Poster presenters are responsible for putting up and removing their posters at the designated times. The posters, together with the exhibitor booths, will be located in the same area as the Congress coffee breaks. We hope this will give Congress attendees plenty of opportunity to view the display. However, because the posters will be a focal point of the congress, it is important that they be displayed and removed at the appointed times. IPOS has two poster sessions in the schedule this year. It is therefore particularly important for the presenters assigned to the first poster sessions to remove their posters in time for the second poster session presenters to display their work. Posters not removed by the schedule time will be removed and destroyed. **To determine which day you have been assigned, please consult the Congress website.**

Poster presenters assigned for 27 May 2010 should have their posters displayed by 8:30 am and removed by 6:00 pm. You should ensure you are by your poster from 3:15 – 3:45 pm for a formal question/answer period. Presenters are also encouraged to be near their poster during breaks if possible.

Poster presenters assigned for 28 May 2010 should have their posters displayed by 8:30 am and removed by 6:00 pm. You should ensure you are by your poster from 3:00 – 3:30 pm for a formal question/answer period. Presenters are also encouraged to be near their poster during breaks if possible.

**The display area is 122 cm long (48 inches) by 122 cm wide (48 inches).** Poster may be slightly longer, but they must not exceed the assigned width. Each poster board will be marked with an abstract number. Please mount your poster on the poster board labeled with your assigned abstract number. Don't forget to bring **Velcro** to mount your poster to the poster board! Push pins will be made available.

#### Poster Tips!

- Please keep in mind that the purpose of presenting a poster is to outline your work for discussion. Therefore, the committee expects that poster presenters will be available for questions during their assigned poster session. Please prepare your poster to communicate the main points of your work to stimulate discussion with your viewers.
- Poster presentations should be simple and to the point. **Use a minimum amount of clear text.** Avoid jargon.
- Make sure the poster is easy to read. Use large, **BOLD** fonts. Avoid *hard-to-read* fonts.
- Include section headings to direct the reader's attention. Catch your reader's attention with **accent colors** for contrast and to highlight main points.
- **Use borders or white space** to separate sections and increase legibility.
- Use **simple figures** (graphs, charts, illustrations and photographs) to illustrate your point. Make sure to **include captions!**
- Summarize your results/findings with **bullet points**.
- Consider providing **handouts** during your poster session.