

2016 Gold Coast Health and Medical Research Conference

Translational Research for the Prevention of Chronic Disease



1-2 December
2016
QT Hotel
Gold Coast

ELECTRONIC POSTER BRIEFING NOTES

The Organising Committee for the **Gold Coast Health and Medical Research Conference 2016** welcomes your contribution to the Conference.

In order to ensure that your electronic poster 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 poster is submitted correctly.

REGISTRATION DETAILS

Prior to the Conference

All attending authors are required to register for the Conference. To register, please visit <http://gchmrc2016.com/registration/> and complete the online registration form.

Onsite at the Conference

Attending Poster authors 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 poster, please visit the Registration Desk located at the QT Ballroom Foyer at the functions entrance to the QT Hotel. The desk will operate during the following times:

Thursday 1 December 2016	7.30am – 6.00pm
Friday 2 December 2016	7.30am – 2.00pm

PREPARING YOUR ELECTRONIC POSTER

Electronic Posters are a powerful method of communicating information and will create an electronic medium of information that can be discussed and shared beyond the means of both traditional posters and oral presentations. The content of electronic posters can be enriched by including audio, video and animations. Electronic posters are created as PowerPoint presentations and uploaded into the eOrganiser system (the same system as your abstract submission). This system converts your electronic poster presentations into a secure format for viewing.

The ePresenter™ terminals will be available for delegates to view posters at their leisure during catering breaks. Delegates can browse or search for specific posters and they are also able to contact you via the system mail tool to discuss your work further. In this instance, you will receive an email to the address listed in your eOrganiser user account. Once posters are available for viewing, you can also check your statistics and see how many times your poster has been viewed or downloaded. Allowing delegates to download your electronic poster will be at your discretion (you may nominate this when uploading your poster via the online portal).

Electronic posters must be submitted in the template available for download here:
<http://gchmrc2016.com/cms/wp-content/uploads/GCHMRC-2016-Electronic-Poster-Template.pptx>.

When creating your electronic poster, please follow the below guidelines:

- All electronic posters must be submitted in either .ppt or .pptx format.
- Formats from Microsoft Office 2010 and 2013 will be supported.
- You are limited to a maximum of 3 slides within your electronic poster.
- All electronic posters must be submitted using the provided template and be in 16:9 portrait orientation.
- JPEG is the preferred file format for inserted images.
- Font – Arial, Verdana, Tahoma and Times New Roman are recommended.
- Font size – headings should be between 30 – 40 points and content 14 – 20 points.

Support for multimedia:

- Slide transitions and animation sounds are supported.
- Embedded videos and sounds are supported. Please ensure the audio/video is embedded into the presentation file, as you will be unable to upload the audio/video separately. The following formats are supported:
 - Video: AVI, WMV, MPG, MP4
 - Audio: MOV, MP3, WMA, WAV

UPLOADING YOUR POSTER

Uploading your electronic poster:

- This is done via the same portal as your abstract submission at <https://gchmrc2016-c10000.eorganiser.com.au/>.
- Once logged in, from the top of the dashboard select 'My Submissions', 'Submit' and then 'Poster'.
- Select the abstract that you are uploading the poster for from the drop down box and click 'Submit Poster'.
- Upload your poster by clicking the 'Browse' button and selecting your poster from your files.
- Confirm whether or not you wish to allow delegates to be able to download the PDF version of your poster.
- Click 'submit'.

Please note: Once the poster has been uploaded, you should see the record appear in your Posters list at the top. It then needs to be converted by the system into an online format before you can watch it. You will receive an email once your poster has been converted. Alternatively, you can press the 'Refresh Data' button and wait for the status to change.

- Your electronic poster must be submitted by **Friday 4 November 2016**. You will be able to provide an updated version onsite at the Conference if required.

All electronic posters must be uploaded by **Friday 4 November 2016**. In the weeks prior to the Conference, the Conference Managers will ensure all accepted electronic posters are submitted correctly and 'approved' for viewing at the Conference. Should you require assistance uploading your electronic poster, please email support at support@epresenter.com.au.

LANGUAGE

Please note that the official Conference language is English. All electronic poster presentations must be in English.

PHOTOGRAPHY

Please be advised that photographs may be taken during the Conference. Photos may be used for promotional and marketing activities. Please advise the Conference Managers if you would prefer that your photo not be taken.

COMMUNICATION

Any messages received during the Conference will be displayed on the Message Board located at the Registration Desk onsite.

If you have any questions, please see the Conference Managers at the Registration Desk.

We wish authors all the best with their electronic poster presentation and thank you for your help in making the Gold Coast Health and Medical Research Conference 2016 a success!

GCHMRC 2016 Conference Managers

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