

Poster Presentation Instruction

➤ Venue

Function Hall (A+B+C), Level 1. CNCC

➤ Click here to search Poster number with Abstract ID / Author name:

<https://apcn2018.medmeeting.org/home/abstractsearchEn/5034>

➤ Timeslot for Poster presentation

POE001-POE300

10:45-11:15 15:30-16:00 Thursday, March 29 Function Hall, Level 1

POE300- POE535

10:45-11:15 15:30-16:00 Friday, March 30 Function Hall, Level 1

➤ Poster fixing

Posters will be displayed in two rolls and must be put on the allocated poster board during the scheduled period:

POE001-POE300

Wednesday, March 28, 14:00-18:00

Thursday, March 29, 08:00-10:00

POE-301-POE535

Thursday, March 29, 17:00-19:00

Friday, March 30, 08:00-10:00

Note:

The Congress will not be responsible for poster production, all presenters are kindly required to prepare and make the poster strictly with the rules as below:

a) **Poster Size: 150cm(H)x 90cm(W)**

b) Content: Poster number, title, authors, affiliations, purpose, methods, results, conclusions. It is recommended to add chart and graphics into the poster.

The poster cluster and number are printed on the poster boards. Fixing materials and assistants are available in the poster area.

➤ **Poster dismantling**

Posters in the First roll must be removed from the poster boards by 17:00 on Thursday March 29. Posters in the second roll must be removed from the poster boards by 12:00 on Saturday March 31.

The organization will not be responsible for posters that are not removed in time; they will be discarded after the Congress.

➤ **Information for Poster Chairs**

Sign in and Evaluation Form

1. Poster Session Chairs are kindly required to report to the Poster Workstation 10 minutes prior to your session pick up the evaluation form.
2. Chairs are required to evaluate each poster presentation carefully and return the evaluation forms of your session to the Poster Workstation when it is done.

Format of Moderated Poster Session

Poster sessions are scheduled for two days in 60 divisions. All poster presenters have been asked to stand in front of their posters on the designated timeslot so they can answer questions and participate in the discussion.

Roles and Duties of the Chairs

1. Be responsible for timekeeping and ensure each poster presenter keeps to their allotted time;
2. Sticking to the time table. **There are 2 slots per day for poster presentation and chairs are supposed to be present at both.** Please stick to the allocated time for your Poster Session (30 minutes);
3. To moderate the presenters and attendants through all posters in your session;
4. Facilitate the allocated discussion period at the end of each presentation and supporting the poster presenters by asking specific questions;
5. Ensuring the best use of the limited time for discussion;
6. Preparing some questions for the presenter in case there is no discussion;
7. At the end of the poster session, thank the speakers and acknowledge the value their contribution brings to the Congress for learning and exchange and the importance of sharing information as a tool for working better.

➤ **Best Poster Award**

One poster from each division will be selected as the “Best Poster Award” by the poster chairs according to their evaluation and a certificate and a special reward of 1000RMB will be provided to the awardees, Travel Grant winners will be given the certificate ONLY.

Scientific Information

Speaker Ready Room

All presenters must report to the **Speaker Ready Room (Level 3, CNCC)** at least **3 hours prior** to their scheduled presentation to upload their presentation(s). Your cooperation with this matter is important! Otherwise we cannot guarantee that your slides will be displayed properly.

Presenters are not permitted to upload their presentation in the meeting room.

Speaker Ready Room Hours of Operations:

- Tuesday 27 March 14:00-18:00
- Wednesday to Saturday 28-31 March 08:00-18:00

Presentation in the meeting room

Please report to your meeting room at least 15 minutes prior to the start of the session.

Audio-visual equipment in the meeting room

All meeting rooms are equipped with the following:

- One podium and microphone
- Panel seating with microphone(s)
- Floor microphone(s) to field questions from the audience
- LCD projector and screen
- PC Laptop computer with MS PowerPoint 2010 capabilities
- Laser pointer
- Wireless PowerPoint remote
- Comfort Monitor

Information for Moderated Poster Sessions

Moderated Poster Sessions have verbal presentations and are moderated by a chair in sessions of 30 minutes.