

GUIDELINES ON THE PREPARATION AND PRESENTATION OF A POSTER

GENERAL

Posters will be displayed in **daily changing, thematic** poster sessions.

The thematic poster sessions are scheduled from **3:30 – 5:00 PM** on:

TUESDAY, 8 November:	Clinical PET in oncology, cardiology, neurology and paediatrics
WEDNESDAY, 9 November:	Clinical PET other applications, and clinical non-PET in oncology, cardiology, neurology, paediatrics and other applications
THURSDAY, 10 November:	Instrumentation and quality control, Dosimetry and Radiation Safety, Radiopharmacy PET, Radiopharmacy non-PET, Planning/Establishing/Experiences PET centres, Education and training

Please follow steps below on the day of your poster presentation:

- In the morning of your relevant poster session day: please mount your poster to the appropriate poster board (labelled with your poster number) as early as possible, preferably before the plenary session start (8:30 AM).
- Be at your poster for discussion during your relevant poster session (3:30-5:00 PM).
- Dismantle your poster at the end of the day, between 6:00 and 7:00 PM, except on Tuesday, when presenters are kindly requested to leave their posters up during the Reception (please remove your posters then immediately after).

Please bring your printed poster with you to the conference. **The IAEA does not have facilities available to print your poster on-site.**

PREPARATION OF POSTER

Each poster author will be assigned a poster board (layout: portrait)

The size of the boards is:

Height: 210 cm, Width: 90 cm

The recommended poster size is A0 (118.8 cm x 84.0 cm)

The top of the poster should display, in lettering not smaller than 3 cm in height, the following information:

TITLE OF PAPER, NAME(S) OF AUTHOR(S), AFFILIATION(S).

The text of the poster should be easily readable from a distance of 2 to 2.5 m. Use bold lettering at least 1 cm high.

Information on a poster should attract attention. It should therefore be limited to the most important facts only. The poster should be divided into:

- Introduction
- Method
- Results
- Conclusions

or an equivalent division. It is advisable to leave details and explanations for the face-to-face discussions.

Text and presentation should be in English.

PLEASE NOTE that further details on the possibilities for arranging the displays in the POSTER area will be given at the beginning of the meeting.