



Oral Poster Discussion Presenter Guidelines

As a poster discussion presenter, you are required to prepare a **poster** and a **very brief PowerPoint presentation** (maximum 2-3 slides), that summarizes the key findings and important implications of your work. Your presentation should take up to **5 minutes**. Each poster discussion will consist of 4-6 abstracts, and there will be 30 minutes for presentation and 30 minutes of chaired discussion.

IMPORTANT: All poster discussion presenters must check in at the Speakers Centre at least **four hours** before the start of their sessions.

The Speakers Centre is located in HALL A near the registration area, and hours of operation are as follows:

Saturday 17 July 14:00 - 18:30
Sunday-Thursday 18-22 July 08:00 - 18:30
Friday 23 July 08:00-16:00

It is not possible to run PowerPoint presentations directly from a laptop in the session room: all PowerPoint presentations must be uploaded at the Speakers Centre prior to the session.

Bring your presentation on a USB memory stick or CD/DVD-ROM to the Speakers Centre. Make sure you also have a paper copy of the presentation with you. At the Speakers Centre a technician will help you preview your presentation to ensure that it displays well on the session room screens. Your presentation will then be uploaded to the session room network and made available in the session room at the time of your presentation.

The poster discussion chairperson will receive all abstracts that will be presented in the session, and has been instructed to contact you prior to the conference. You will be asked to send your talking points and also your PowerPoint slides for review to the chair and the session **point person** who is a member of the AIDS 2010 Track Committees. Please note that presenters are responsible for uploading their presentation at the Speakers Centre onsite.

POWERPOINT GUIDELINES

Information on the technical requirements and practical guidelines on how to create efficient PowerPoint presentations and the AIDS 2010 PowerPoint template can be found on the conference website: <http://www.aids2010.org/Default.aspx?pageld=272>

POSTER GUIDELINES

The discussion posters will be displayed outside the poster discussion rooms (Mini Rooms) on the first floor for the duration of the conference. Presenters are asked to mount their poster on Sunday 18 July between 15:00 and 18:00 or Monday 19 July between 08:00 and 09:00, and remove them on Thursday 22 July between 18:30 and 19:00. The poster service staff will remove posters that are not taken down in time but the conference organizers will not assume any responsibility for the material left behind.



Practical poster information

Posters should be laid out in **portrait style**. The poster board surface is **97 cm** (38 inches) **wide** and **230 cm** (90 inches) **high** - make sure the poster fits into this surface. For legibility, a recommendation is to make the poster not more than **160 cm high** (60 inches). The poster number will be displayed on the poster board bar on top of each poster board. Double-sided tape to mount your poster will be prepared for you at your poster board.

Paper poster layout guidelines and handout materials

Your poster should quickly orient the audience to the subject and purpose of your study. Here are some hints that may be helpful for the preparation of your poster:

- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes.
- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster.
- Design the individual sections of your poster so that they can be quickly read - avoid large blocks of text. Neither should the poster contain long sentences.
- Make sure that the type/font size is large enough to be read at a distance of 1.5 meters (five feet). The smallest type should at least be 18 pts for text and 36 pts for headings. Try to keep your word count as low as possible.
- Supporting images (graphs, tables, illustrations, photographs...) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand, and not overloaded with information.
- Make sure there is enough contrast between the color of the type and the poster's background.
- You may want to have handouts of your poster and business cards available at your poster in case people want to contact you about your work. If you are making your poster or other materials available online, be sure to include the web address on your poster.
- It is not possible to use a computer as part of your display. The conference organizers are not able to arrange for any additional equipment in the poster exhibition area, such as DVD players, projectors, tables or power outlets.

A poster template is available for download from the conference website <http://www.aids2010.org/Default.aspx?pageId=272>