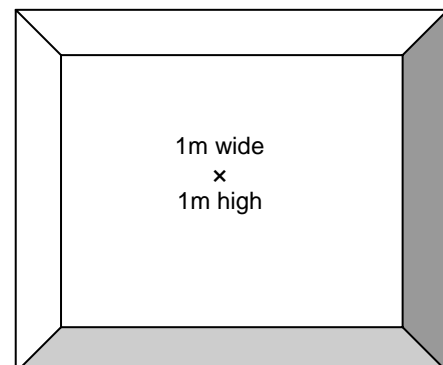


## INFORMATION FOR POSTER PRESENTERS

### Poster Panel Size

Please refer to this visualisation of the poster panels to be used during the conference. The **display area** for posters is 1m wide x 1m high. This area will be allocated for each poster. Please ensure that your poster does not exceed this size. When preparing your poster consider how much of your display will be visible at eye-level.



### Poster Panel Allocation

A numbered panel will be allocated for each poster (separate from the abstract number you have been assigned). Staff will be on hand to provide your poster panel number. Lists with the panel number for each poster will be available in the poster room.

### Set-up and Session Times

There will be three poster rotations scheduled for the conference. Poster authors are asked to be present at their posters during the designated sessions to discuss their work.

#### Poster Session 1, Wednesday 8 July - Thursday July 9, 2009

- Salivary gland tumors
- Odontogenic tumors
- Bisphosphonates osteonecrosis
- Mesenchymal tumors

Authors should be in attendance from 19:30-21:00 on Wednesday July 8, 11:00-11:30 and 13:00-14:30 on Thursday July 9.

Posters can be put in place from 19:00 on Wednesday July 8.

Posters **must** be removed at 14:30 on Thursday July 9 to make room for the next poster rotation.

#### Poster Session 2, Thursday July 9 - Friday July 10, 2009

- Surgery
- Reconstruction
- Chemotherapy
- Radiotherapy

Authors should be in attendance from 16:30-17:00 on Thursday July 9, 11:00-11:30 and 13:00-14:30 on Friday July 10.

Posters can be put in place from 15:30 on Thursday July 9.

Posters **must** be removed at 14:30 on Friday July 10 to make room for the next poster rotation.

#### Poster Session 3, Friday July 10 - Saturday July 11, 2009

- Basic Science
- Epidemiology-Diagnosis
- Radiation injuries

Authors should be in attendance from 16:30-17:00 on Friday July 10 and 10:30-11:00 on Saturday July 11.

Posters can be put in place from 15:30 on Friday July 10.

Posters **must** be removed after the closing session on Saturday July 11.

Any posters remaining in place after the times specified above may be removed by the organisers who accept no responsibility for loss or damage.

## Fixings

Posters should be fixed to boards with drawing pins. Please ensure that you bring a sufficient amount of fixing materials with you, however the Secretariat will have some available for delegate use at the conference.

## GENERAL GUIDELINES FOR POSTER PRODUCTION

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while the author is free to supplement or discuss particular points raised in inquiry. Presentations should be kept simple and clear and a mixture of text and graphics is recommended. Remember that the viewer, not the author, as in the case of slide presentations, determines the time spent at each poster.

## Poster Layout

Materials should be mounted on coloured poster paper or board. Use matt finish rather than glossy paper. Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving along it rather than by zigzagging back and forth in front of it. An introduction should be placed at the upper left and a conclusion at the lower right. The abstract does not need to be presented.

## Illustrations

Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

## Text

Minimise narrative. Use large type in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.

## Titles and Fonts

Titles and captions should be short and easy to read, in a sans serif font for preference. Use large lettering as this means a number of people can read the poster from a distance without overcrowding. Remember to caption your poster with the abstract title, author's names and affiliations.

**Headings should  
be a minimum of  
50 point size**

**Whereas, 25 point size  
is suitable for text**