

IKC-Regener8 Annual Conference – 1 July 2016,

Horizon, Leeds

Poster Presenter Guidelines

- **Register yourself - now**

Tickets are expected to sell fast and the last thing we want is for our presenters to not have a seat! Or a badge... so please register yourself so that we have the most up-to-date information for your delegate badge and dietary requirements etc. Do it here: <https://regener8-ikc2016.eventbrite.co.uk/>

- **Programme and running order**

The programme for the day can now be found on the [website](#). Familiarise yourself with the running order. We'll reserve seats for you at the front in the correct running order to ensure that we run to time for the 1-minute presentations. Make sure you sit in your correct seat in the morning.

- **1-min pitch slide format**

The slide should be developed in Powerpoint using the standard template from your host organisation.

You will need to complete two slides for your 1-min pitch:

The first slide is a 'holding slide' which will be used when you walk on stage. This should state your personal title (Dr, Mr, Mrs, Miss etc), first name and surname; organisation (e.g. University of Leeds) (all roughly 36pt) and your presentation title (70pt).

The second slide should be a precis of your poster and you can format it however you wish, just bear in mind you have one slide and one minute. If you use video then make sure it is embedded and not sent separately.

*Send your poster pitch slides to regener8@leeds.ac.uk by **lunchtime Wednesday 29th June***

- **Poster format and size**

The format and style of the poster is up to you and your supervisor. Authors are encouraged to provide handouts for those interested in the poster e.g., preprints, extended abstracts, copies of poster panels, etc – please arrange these yourselves.

The poster boards are 2m high x 1m wide. You may bring a landscape or portrait poster but it must fit within the poster board dimensions with no overhang whatsoever.

Make your own arrangements for print of the poster and bring it to the event yourself.

- **Poster pin-up and take down**

You will each have a poster board that will be numbered with your abstract number. Be sure you place your presentation on the board number for your poster that appears in the final programme. We will provide Velcro stickies – push pins are unlikely to be allowed.

Pin up from 8.15am – 9.00am on the day. Remove promptly after the event. Any remaining at 5.30pm will be destroyed.

- **Presentation times**

As well as your 1-minute pitch there will also be some time during the lunch break in which you are expected to be standing at your posters and talking to our delegates. Check the programme for timings.

- **Venue details**

Venue joining instructions can be found on the IKC [website](#)

If you have any further questions please do not hesitate to contact David