

14th Human Genome Meeting 2010

Next Generation Genomics and Medicine

INSTRUCTIONS FOR PRESENTERS IN POSTER SESSIONS

All posters must remain posted on the poster board for the whole symposium and you should put up your poster no later than 4.00 pm on Tuesday 18 May 2010. HUGO will provide Velcro tapes for you to put your poster up on the poster boards. You are required to be present at your poster for the stipulated period assigned to you. You must take down your poster before 4.00 pm on Friday 21 May 2010.

Poster Sessions:

11.35 AM – 1.05 PM	19 May 2010– Poster Session 1
11.25 AM – 12.55 PM	20 May 2010– Poster Session 2
12.25 PM – 1.55 PM	21 May 2010– Poster Session 3

POSTER NUMBER

PO15 – W (Day)
Poster Board Number

W – 19 May 2010
T – 20 May 2010
W – 21 May 2010

GENERAL GUIDELINES

The printed HGM2010 Programme/Abstract Book will specify the time and place of the presentation, poster board assignment, title, and author(s) for each abstract scheduled for a poster session. Poster number will be placed on upper left hand corner of each poster board (Berlioz Foyer – Level 0 of Le Courm). Same information will be posted at www.hgm2010.org/abstractsearch.php. On the Programme page devoted to each poster session, poster board numbers are indicated in regular type; all presenters should be in the poster area at least 5 minutes before the scheduled session start time to set up materials on the poster board provided. If your paper is a collaborative effort, it is helpful if more than one author is present during the poster presentation. HUGO will not be responsible for saving posters that are not taken down or collected by 4 PM on Friday 21 May 2010.

PRESENTATION OF POSTERS

Photocopies of the abstract, an outline of the experimental design, and relevant tables and illustrations should be available during your poster presentation for distribution to interested persons. It is important that the presenter of the poster make every effort to communicate with

all interested visitors. Be prepared to repeat your key findings as many times as necessary, and to present the data in a different order and/or degree of completeness to each listener. As with any presentation, clarity of expression is essential. Technical jargon, highly specialized vocabulary, and unfamiliar abbreviations should be avoided. Direct eye contact with your audience will also assist your listeners.

PREPARATION OF TABLES AND ILLUSTRATIONS

Professionally drawn tables and illustrations will greatly increase the effectiveness of poster presentations. Lettering that has been enlarged through photo reproduction or computer typesetting is the best medium for text in posters. Typewritten material is difficult to read and should not be used.

Tables and illustrations should be kept relatively simple to maximise legibility. They should be numbered and arranged in the sequence in which they will be viewed.

Lines in illustrations should be heavy. Symbols, letters, and numbers should be large enough to be seen from a distance of 6 feet (2 metres).

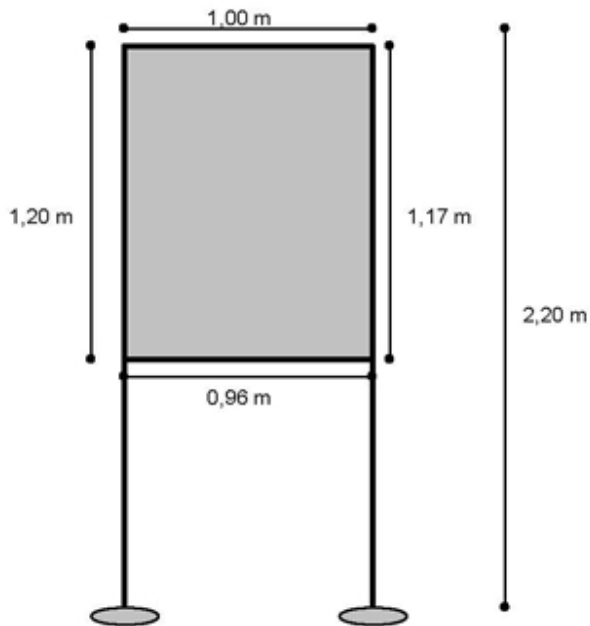
A backing of colored paper for each item in the poster is an inexpensive and useful way of enhancing the legibility of the data. Contrast between lettering and background is very important.

Material to be displayed should be placed on regular weight paper or lightweight cardboard for easy attachment to the poster board.

POSTER BOARDS

The poster board assigned to each presenter is 1.0 metres in width and 2.2 metres in height (The recommended size of poster is AO Size – 0.96 m × 1.17 m). In planning the utilisation of space on your poster board, you are advised to use the space at eye level. The top section of the poster board will be at eye level for the great majority of viewers and is therefore the best location for text. Properly drawn charts and diagrams will still be easy to read in the middle of the poster board. Do not use the space at the very bottom of the poster board. Each presentation should contain a top panel, listing the abstract number, the title of the abstract, and the names of the authors. Illustrative material should be arranged in logical order.

Poster boards for HGM 2010 Poster Presentation will be 0.96m W x 1.17m H.



ADDITIONAL MATERIALS

Presenters should bring a marking pen and paper to facilitate discussion of important points.

IMPORTANT NOTES

As a courtesy to your colleagues, if you are scheduled to present a poster and later find that you cannot attend the meeting, please inform HUGO Office in writing. You may submit your withdrawal by fax at +65 6808 9057. Withdrawals by e-mail will not be accepted.

If your poster is not displayed at HGM2010 for any reason, your abstract will not be included in HUGO's abstract archives. If your poster is not presented and you have not withdrawn it prior to the conference, HUGO reserves the right to prohibit or limit the presenter's ability to present abstracts at future HUGO meetings.

By accepting to present your abstract/poster at HGM2010, the presenter(s) warrant(s) that they have the rights to present the said abstract/poster and agree(s) to give full permission for HUGO to publish the said abstract in any format and any media/medium it deems fit.