



---

## PRINTED POSTER GUIDELINES

---

The 31st International Symposium on Cerebral Blood Flow and Metabolism (Brain & Brain PET 2023) Local Organising Committee welcomes your contribution to the 2023 Symposium.

Please take the time to **read these guidelines ahead of time.**

### 1. REGISTRATION DETAILS

#### Prior to the Symposium

All presenters are required to register and pay for the Symposium. Please register via the website here: <https://brain2023.au/registration/>. All authors are required to be registered by 31 May 2023.

#### Onsite at the Symposium

Please visit the registration desk when you first arrive at the Symposium and collect your name badge and other related materials.

If you have any queries regarding the program or your poster, please visit the registration desk located in the **main foyer of the Brisbane Conference and Exhibition Centre (BCEC)**. Centre. The desk will operate during the following times:

#### Registration desk opening times:

Monday 12 June 2023.....0800 - 1700  
Tuesday 13 June 2023.....0800 - 1700  
Wednesday 14 June 2023.....0800 - 1700  
Thursday 15 June 2023 .....0800 - 1600

### 2. POSTER SET-UP/REMOVAL TIMES

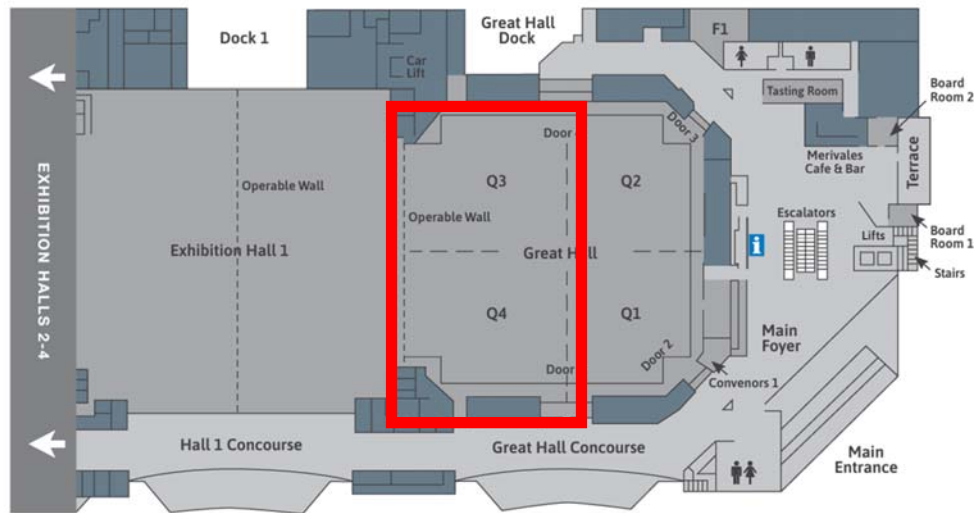
In order to set-up your poster, it will be necessary to collect your name badge first, so you are able to gain access to the poster area.

Setup details will be confirmed by the Symposium Managers early June. This information will include when your poster should be displayed and your dedicated poster viewing time.



### 3. POSTER DISPLAY LOCATION

Poster boards will be located in the **Great Hall 3&4**, on the **Ground floor** of the venue.



A list of posters and allocated numbers will be available on the Congress Website. A poster board number will be stuck to the poster boards onsite. Please ensure that your poster is displayed on the correct poster board. **Do not place your poster in an alternate location.**

### 4. POSTER PRESENTATION TIME

There will be designated poster viewing times each day, which is scheduled for **Tuesday until Thursday during afternoon tea breaks.**

A dedicated poster program will be made available on the website for attendees and authors to view of all accepted posters for presentation. Posters will also be available for viewing during catering breaks. Authors are encouraged to stand by their posters during refreshment breaks and liaise with delegates browsing the poster area.

*Please note that you are required to bring Velcro to attach your poster to the poster boards – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.*

### 5. POSTER PREPARATION

Posters should be a visual presentation of your submitted abstract and they should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasise graphics, and make sure everything in your poster is necessary. Posters should meet the following criteria:

## Printed Poster Guidelines

Brain & Brain PET 2023

12 – 15 June 2023

Brisbane Convention and Exhibition Centre  
(BCEC), Australia



# Brain & Brain PET 2023

### TITLE

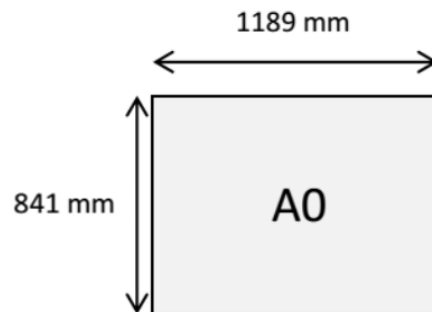
The title should be the same as indicated in the original abstract.

### CONTACT INFORMATION

Name of all authors and their organisation should appear on the poster.

### SIZE

Posters must be no larger than **landscape A0 (841mm x 1189mm)**.



Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Congress. It is therefore essential that the poster adheres to the specified measurements.

### LETTERING

The poster should be easily readable at a distance of two (2) metres.

Type of Text	Character Size	Case/Style	General Advice
<b>TITLE</b>	20-24 mm or 100 point maximum	Title Case / <b>Bold</b>	At the top of the poster include the title of the presentation, the name of the author(s) and their organisation(s).
<b>HEADINGS</b>	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
<b>CONTENT</b>	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.
<b>LABELS AND TEXT IN LABELS</b>	28 point	Upper and Lower Case	Any description of methods should be simple and concise

### Printing

## Printed Poster Guidelines

Brain & Brain PET 2023

12 – 15 June 2023

Brisbane Convention and Exhibition Centre  
(BCEC), Australia



# Brain & Brain PET 2023

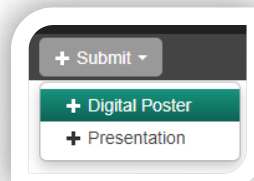
100% recycled paper (uncoated, no gloss, off-white), vegetable-based inks (made from the extracts of corn, walnut, coconut, linseed, canola and soybean, the oils), dry digital printing toner.

## 6. OPTIONAL POSTER UPLOAD

This year, the brain organising committee are offering poster presenters the option to upload their poster for access by delegates through the Symposium App. This is done via the submission [portal \(https://brainpet-c10000.eorganiser.com.au/\)](https://brainpet-c10000.eorganiser.com.au/). All digital posters must be uploaded to the online portal **by 23:59 AEST on Friday 9 June 2023**. Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the online portal:

Please follow the below steps to upload your digital poster to the online portal

1. Log into the submission [portal](#) using your author login details (same as when you submitted your presentation)
2. From the home screen select the blue button “Submit Digital Poster.” Alternatively, you can click on “Submissions” near the top of the screen and then select “+ Submit” and “+ Digital Poster” as per the screenshot below:



3. Select your abstract from the drop down that **has been accepted** as a Poster and then click the “Submit Digital Poster” button.
4. Upload your digital poster file using the digital poster template in PDF format.
5. When you are ready to submit your digital poster, select the blue “Submit” button at the bottom of the screen.
6. Once your digital poster been submitted if you select the “Digital Poster” tab the status will show as “Under Review.”
7. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

Please review and ensure your poster has been uploaded correctly. Should you require assistance uploading your digital poster, please contact the Symposium Managers via [Brain2023@arinex.com.au](mailto:Brain2023@arinex.com.au).

## 7. BENEFITS OF SUBMITTING A DIGITAL POSTER

- You can track statistics on the number of views and downloads (if you allow this option) your digital poster receives.
- Your poster can be easily searched via the Symposium mobile app.
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish.
- Delegates can download your digital poster in PDF format (if you allow them to do so).

## Printed Poster Guidelines

Brain & Brain PET 2023

12 – 15 June 2023

Brisbane Convention and Exhibition Centre  
(BCEC), Australia



# Brain & Brain PET 2023

## 8. GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your poster contains should be clear and understandable without a requirement for oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor the Congress Managers will remove it. If you wish to supply handouts, you must hand these to delegates personally or provide a holder that can be attached to your poster board with Velcro.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise, and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm. **Please be mindful of any copyright issues of photos used when creating your poster.**
- Use pictures, symbols, and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. A matt finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

## 9. DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

## 10. LANGUAGE

Please note that the official Symposium language is English. **All posters must be made in English.**

**Thank you for your help in making the Brain & Brain PET 2023 Symposium 2023 a success.**

If you require further assistance, please contact the Congress Managers at:

**Brain & Brain PET Meeting Managers**

**Email:** [brain2023@arinex.com.au](mailto:brain2023@arinex.com.au)

**Phone:** +61 2 9265 0700

**Website:** <https://brain2023.au/>