

INFLAMMATIO

20th - 21st November 2024

Singapore National Eye Centre and Academia
The Academia, 20 College Road, Singapore

POSTER SUBMISSION GUIDELINES

Please note the following points in the document



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INTRODUCTION

The Organising Committee would like to thank you for submitting your abstract for presentation at the upcoming INFLAMMATIO 2024, scheduled for 20 – 21 November 2024 at the Singapore National Eye Centre and Academia, Singapore. This document has been prepared to assist you with your poster preparation and submission.

A) POSTER LAYOUT AND CONTENT

1. Your poster must correspond to the title and content of the abstract you have submitted.
2. All poster will be displayed electronically throughout the meeting, there is no need to prepare physical poster.
3. Maximum dimensions of your poster: 1677H x 1080W pixels
4. Poster Orientation: Portrait
5. Font: Use standard Microsoft font (eg. Arial) to avoid any non-display text.
6. Language: English only
7. Plan your poster design and layout creatively to ensure a logical flow of information.
8. Keep your text to a minimum. Your emphasis should be on graphics, charts, tables, graphs and photographs.
9. Describe all parts of the project/study, including why the outcome did or did not work as expected.
 - Background
 - Objectives
 - Research Design/Program Description
 - Results/Evaluation
 - Conclusion(s)
10. Avoid overcrowding figures and cramming too many numbers into table. Legends and titles should accompany all figures, tables, photographs, etc., to allow their immediate identification.
11. The viewer should gain new knowledge or insight by visiting your poster.
12. All posters should be submitted in a single slide Powerpoint format.
13. Authors are required to name your presentation file as: Reference ID and Presenter's name (LAST name_FIRST name) (i.e. P-001 _Smith John).
14. Authors are responsible for submitting the poster by the stipulated deadline, **01 November 2024**. Poster submitted after the deadline will not be considered for the programme.
15. [Click here](#) for poster sample. You are strongly encouraged to follow the sample and insert/add your text/graphic/graph/chart within the white space provided.

**UPLOAD YOUR
POSTER HERE**

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B) PRESENTATION GUIDE

1. At the allocated time in the programme for Poster Presentation, you are to stand by your poster and be ready to answer questions from participants/judges who visit your poster.
2. **Be welcoming and engage your audience!** Stand to the side of your poster so people can see it as they walk by, be enthusiastic when you are speaking with anyone who stops by. Smile and make eye contact. Be yourself and genuine.
3. **Prepare and practice your 1-minute overview of your poster.** Think about your poster as the conversation starter. Remember, there are a lot of posters and a short window of time for the poster session. A 1-minute overview will provide enough details about your project and still provide them with ample time to ask questions. A typical 1-minute overview should include the research question/topic, what you found, and why it is important. Tell a story!
4. **Know your audience!** Don't be afraid to ask the person visiting your poster if they are familiar with particular concepts so that you know the level of information to talk about
5. **Acknowledge those waiting to speak to you.** If you see others waiting to talk to you while you are speaking to others, acknowledge them with a smile or nod so they know you see them.
6. **Welcome the feedback you get.** Be prepared for discussion and try not to be defensive in the face of criticism. It's also alright to say you do not know the answer to a question.