# BreastScreen Australia Conference

**Celebrating 20 YEARS**
*achievement & service*

Hilton on the Park, Melbourne
28–30 October 2011
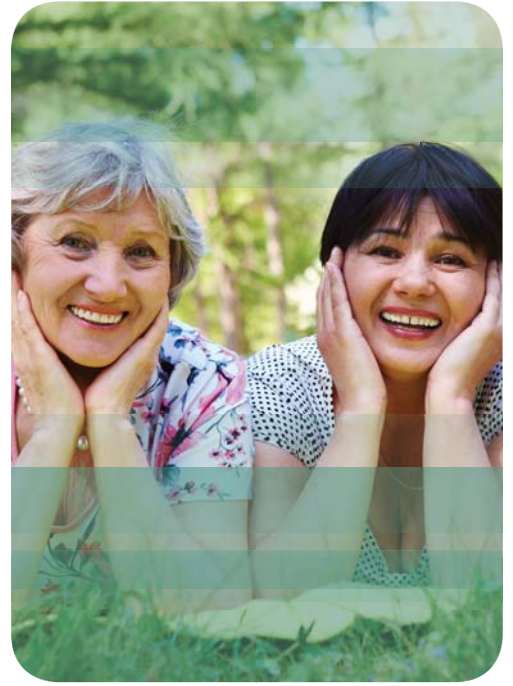
## www.bsaconference.com.au

## Presenter Information Pack

**BreastScreen AUSTRALIA**
A joint Australian, State and Territory Government Program

# Introduction

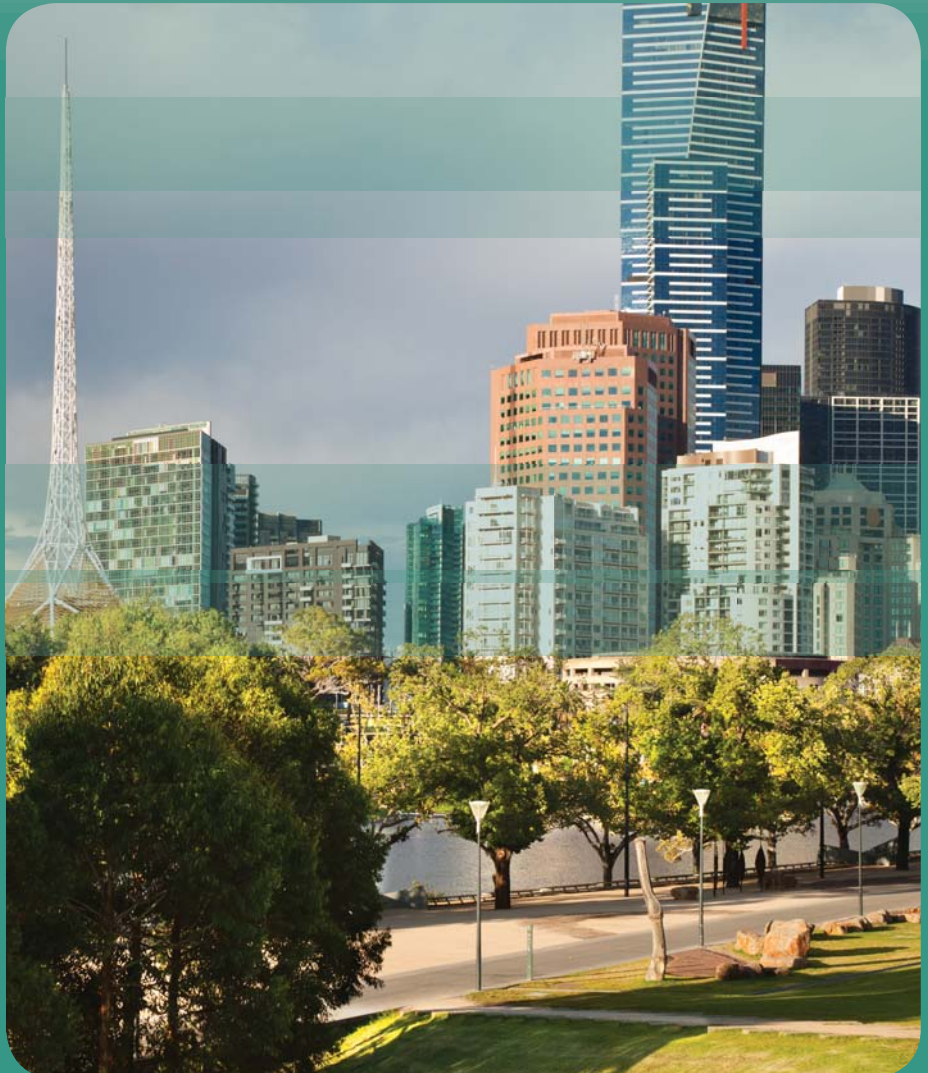Thank you for accepting our offer to present at the upcoming BreastScreen Australia Conference, 28th – 30th October 2011 at the Hilton on the Park, Melbourne.

This presenter information pack aims to provide you with some assistance and guidance on planning for your presentation.

All presenters must register for the BreastScreen Australia Conference. This can be done online at http://bsaconference.com.au/registration.php

# Important Dates

| Task | Date Due |
| --- | --- |
| Register and pay registration fees | 31st August 2011 |
| Early Bird Registration Closes | 31st August 2011 |
| Advise/Request special  audio visual requirements | 7th October 2011 |
| Email copy of PowerPoint presentation to conference AV team  at breastscreen2011@microhire.com.au<br><br>*Please also bring a copy of you presentation on a USB stick to the conference. | 7th October 2011 |

# Conference Registration

All presenters must register for the BreastScreen Australia Conference. This can be done online at http://bsaconference.com.au/registration.php

# Presentation Requirements

## Font Size and Colour

Please use large fonts to ensure all participants can read the presentations on the screen. We recommend:

- Headers at Arial 32 point
- Text Arial 24 Point

Depending on the background colour of your slides, please use an appropriate text colour. We prefer black text, however white text is better suited to some darker backgrounds. The main goal is to obtain contrast between light and dark not between colours.

Background colours should either be DARK, i.e. black, dark blue, very dark green, very dark purples with LIGHT type or vice versa.

RED should be avoided unless used boldly on a light background. If red is the background, use mainly clear (white) bold type. Thin red lines on graphs or small red printing against dark backgrounds should be avoided at all times. The human eye is unable to focus clearly on red.

EXAMPLES

White text on blue background

Yellow text on red background

Black text on white background

## Images & Video Clips

Presenters can use images in their presentations, where relevant. However it is the presenters' responsibilities to ensure they have the copyright to use those images in their presentations and that the video has been tested before the presentation to ensure it loads quickly enough during the presentation.

# Audio Visual

## Speakers' Preparation Room

The Speaker Preparation Room will be set up at the venue for the use of all BreastScreen Australia Conference presenters. Audio Visual support technicians will be available and computers supplied to allow presenters to preview or make finishing touches to their presentations.

All speakers are required to check in at the Speaker Preparation Room at least 2 hours prior to their session. This will ensure their presentation can be opened and loaded onto the conference computer system. All final adjustments can be made at this time and updated files can be re-submitted at this stage.

The Speaker Preparation Room will be open during the following hours:

Saturday 29th October:   7am – 5.30pm

Sunday 30th October:      7am – 5.00pm

## Audiovisual Equipment

Each session room will be set up with theatre style seating. Standard equipment will include:

- Lectern

- Microphone

- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint and computer audio and screen

If you have requirements beyond the standard audiovisual equipment provided, please email your request tobsa@thinkbusinessevents.com.au  by Friday 7th October 2011.  Requests cannot be guaranteed and will not be considered after this date.

## Presentation Format

All presenters who are presenting an oral paper are encouraged to prepare a PowerPoint presentation.

- The Conference audio visual will use Microsoft Office PowerPoint.

- Any video clips are to be in either AVI or WMV format playable in PowerPoint.

- If your presentation was created on a MAC and converted to run on a PC, you must convert your files (eg. Quicktime etc) to AVI or WMV files. If your presentation was created on a MAC and converted to run on a PC, please test it before you come to the conference. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR).

- If you require assistance with file conversion, please send request to breastscreen2011@microhire.com.au

- As presentations will be screening from a computer via a projector, presentations with large file sizes photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.

- Be sure to save the multimedia files on the same memory storage device as your presentation. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.

## Sending Your Presentation File

Microhire will handle all audiovisual requirements. Presentations are to be emailed to the Conference A/V Support team to breastscreen2011@microhire.com.au by 7th October 2011.

- Please include 'BreastScreen Australia Conference Presentation' in the email subject heading, and your name, presentation  title,, and session name in the body of the email. This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the Conference.  A confirmation receipt will be sent when your presentation is processed.

- If the file is over 10mb, please email breastscreen2011@microhire.com.au and request an FTP invitation. You will be sent a link to enable the upload of files between 10mb and 100mb.

## Session Chairs

Please be at the appointed session room at least 5 minutes before your session to meet with the session chair and discuss with the chair and fellow presenters how the session will run. You may want to:

- Discuss how and when to distribute handouts (if you have brought them with you)

- Update the chair on your bio if it has changed prior to your submission

- Learn how to use the AV equipment

- Discuss how Q&A and discussion time will be managed

# Venue Information

## Venue

Hilton on the Park
192 Wellington Parade
Melbourne

## Parking

Parking is available at the Hilton on the Park at a cost of $22.00 per car per entry.
*A discounted rate of $22.00 is available per car per entry for conference delegates. Please validate you parking ticket at the registration desk to receive the discount.

Valet Parking is also available at a cost of $45.00.

## How to get there

### From the Airport

Melbourne airport is 25km/30-45mins (non peak hour traffic) from the city. From the airport you can take:

- Skybus shuttle service to the CBD and city hotels (approximately AUD$16);
- Jet Bus provides a door to door transfer between the airport and your hotel. Fares from A$15.00 per adult and A$24.00 return, tickets must be purchased prior to arrival via the website www.jetbus.com.au ⬈ or by phone 13 55 55 (note phone bookings incur a $2.50 surcharge);
- Yellow taxi (approximately AUD$45)
- Rental car or a pre-booked limousine.

### Public Transport

The closest public transport to the conference venue is the train and tram networks. The nearest station is Jolimont Station. From Melbourne CBD catch the Epping or Hurstbridge line.

The nearest tram stop is number 11 on Wellington Parade. From the Melbourne CBD catch tram number 48 or 75 which will take you to stop 11. For information on transport routes and timetables, please visit www.metlinkmelbourne.com.au ⬈

### Taxis

Taxis can be organised through the Concierge Desk at the Hilton on the Park.

Melbourne's major taxi companies include:

- Arrow - 13 2211
- Black Cabs Combined - 13 2227
- Silver Top Taxis - 13 1008
- Wheelchair accessible taxis - 1300 364 050

## Registration & Name Badges

The Registration & Information Desk will be centrally located onsite at the conference venue. On arrival at the Conference, please collect your badge and other materials at the registration desk.

Preliminary Opening Hours:

| | |
|---|---|
| Friday, 28 October 2011 | 5.00pm - 7.00pm |
| Saturday, 29 October 2011 | 7:30am – 6:00pm |
| Sunday, 30 October 2011 | 8:00am – 6:00pm |

Friendly staff will be on hand during opening hours indicated above, to answer your questions and provide information about the Conference, venue and surrounds.

## Information for Poster Presenters

A poster presentation is a graphic presentation of the author's research by display of graphs, photos, diagrams, and a small amount of text. The presenter discusses the information with the conference attendees who are circulating among the posters.

The posters will contribute professionally valuable information and provide a strong visual impact to the scientific program.

## Presentation Time

The official launch of the Poster presentations will be at the Welcome Reception on Friday 28 October 2011.

There has been a time allocated for official Poster presentations at the conference– this will be held on Saturday 29 October from 1.00pm – 1.30pm.  During this time you are expected to be near your poster to be able to answer questions and discuss the content of your poster with delegates.

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You may also use a poster attendance card that will be provided at each presenting author's poster board to note specific times when you will be available at your poster board, either during breaks or during concurrent sessions.

There will also be space on the card for you to provide contact details, should delegates wish to discuss your poster with you further. Providing your contact details is optional.

## Poster Specifications

All posters should be a visual presentation of your submitted abstract. Posters should meet the following criteria:

Dimensions

- The poster must be no larger than A0 size (841mm x 1189mm).

- Orientation of your poster must be in portrait style.

- Poster made up of multiple pages will not be accepted

## Designing the Poster

Posters can be designed using computer programs such as PowerPoint™, Corel Draw, or Adobe Illustrator.

The poster must be sized at A0 size, must be printed on a single page and must be vertical (portrait) in orientation. Posters made up of multiple pages will not be accepted.

## Fonts

Use sans serif fonts to enhance readability (Arial, Tahoma, Calibri, Verdana). Do not use serif fonts (Times New Roman or Courier).

Suggested font sizes are as follows: title 85 - 210 point; author names: 56 point; headings 36 point; paragraphs: 24 point; captions 18 point.

The poster should be easily read from at least 1.2 to 1.8 metres away.

## Colours

Avoid using contrasting colours that are opposite on the colour wheel (i.e. orange and purple or green and red) because these combinations contrast too much and are difficult to read. The following examples are colour tones that provide adequate visual contrast to enhance readability:

- Blue background and yellow or white text

- Black background and white text

- Dark green background and white text

- Dark yellow or gold background and black text

- White, muted, or pastel backgrounds and black text

## Spacing and Images

Have enough blank space; too much text without breaks is overwhelming.

Use a minimum of 2cm margins around the edge of the poster and ensure that there is at least 8-10 cm space between columns.

Insert photos or graphics, but do not insert too many images, or images without a clearly linked explanation to the topic.

## Organisation

Define different sections clearly. Use headings of reasonable size (larger than the text) to identify the start of each major section. Use coloured backgrounds to delineate sections.

Consider what your poster will look like 'at a glance'.

Title of the Poster

The title and author names should be clearly identified on the poster. The title should be readable from a distance of 6 meters with bold and dark font. Reasonable font sizes might range from 135 point to 210 point and it should not be typeset in all capital letters as it is difficult to read.

Author names should be readable from a distance of 3 meters with bold font. Reasonable font sizes might range from 72 point to 150 point.

Subject of the Poster

Select the most notable aspects of your research because not all the information can be presented. For presentations on research, usually the Results and Discussion sections are the emphasis of the poster presentation. Next in emphasis would usually be the Conclusion, Methodology, Abstract, and Literature Review.

Elements of the Poster

People should not have to spend more than 5 minutes on the text of the poster. No audiovisual equipment is permitted for poster presentations. Do not use props to display information, instead, take a photo of the item and print that onto your poster.

Depending on your content/type of poster the following elements could be used:

Background or Literature Review: This section should be one to two paragraphs in length. It may include a brief literature review, background information, or reason for completing the research.

Objectives: The objectives of the research should be clearly and succinctly written, and may be in point form and stated as a purpose, hypothesis, research question, or research objective.

Methods or Approach: This section includes the study design, participants, instrument(s), and procedures for recruitment, data collection and data analysis.

Results: This section should be the majority of the poster. Although it is one of the shorter portions of a written paper, it is one the major portion of a well-designed poster. It should include main findings and report factual data in enough detail to support conclusions drawn.

Tables and Figures and Graphics: Tables and/or figures will have greater visual appeal if they are in colour. They should be labelled or have a note explanation at the bottom of the table or figure. Ensure that signed consent is completed when taking a photo of patients, clients, family members, students, or anyone else in the photo.

Discussion: This section should include interpretations of the results

Conclusion: This section should include a summary of findings and implications. It should have include future research areas and practice implications.

Acknowledgements and References: You must acknowledge all sources of information. Keep reference lists to a minimum (can be in smaller font).

# Preferred Poster Printer

Printing the Poster

Completed posters can take up to 1 to 2 weeks to print. Manage your time accordingly. Printers often provide a proof, which is a small scale reproduction of your poster for your review before the final poster is printed. Consider the colours and carefully proofread to ensure your poster is free from errors. The cost of printing varies and the approximate cost is between $80 to $120 dollars, depending on the options such as colour, lamination, etc.

The BreastScreen Australia Conference has a preferred Poster Printer – Snap Printing Abbotsford. For delegates who choose to use this service, they may arrange to have their poster printed and delivered to the Hilton on the Park at no additional charge.

More information about Snap Printing Abbotsford services and pricing can be found at the end of this document and also under 'Presenters Information' at www.bsaconference.com.au


Snap Printing Abbotsford

Tel (03) 9486 9011

abbotsford@snap.com.au

Contact: Murray Donaldson


# Handouts

If you wish to provide materials for delegates at the Conference, you need to bring these with you as there will be limited photocopying facilities at the Conference.

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 Conference Managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your board.


# Set Up and Removal of Posters

Posters must be removed immediately after sessions on Sunday.

## Setting up the Poster

Please bring your poster with you when you registration. Posters may be set up from 5.00pm on Friday 28 October, 2011.

The official launch of the Poster presentations will be at the Welcome Reception on Friday 28 October 2011 and we encourage you to set up your poster for this.

It is your responsibility to attach your poster to the poster board. Special re-usable poster clips will also be available for purchase at a cost of AUD$10 from the conference registration desk.

Alternatively please bring Velcro tape/Velcro dots to attach your poster to the display board. No other fastening devices e.g. tacks, sticky tape etc. can be used.

There will be no Velcro available on site. Presenters are required to bring their own Velcro or purchase clips at the Conference.

Posters should be taken down within 30 minutes after the conference sessions end on Sunday 30 October. Display materials not removed following the conclusion of the conference will be discarded. The organisers take no responsibility for any posters that remain up after this time.

Important! Please ensure that posters are removed by the specified time as posters not removed by the end of the teardown time will not be retained.

## Further information

If you require any further information about registration, program or venue please contact the conference office at bsa@thinkbusinessevents.com.au.

For inquiries about audio visual support, please contact the Microhire audiovisual team at breastscreen2011@microhire.com.au.

# POSTER PRINTING

We will be delivering all posters to the conference the day prior to commencement. To assist our team in delivering our high quality posters for you to the conference, we request that you submit your artwork no later than Friday 21st October 2011. When submitting your artwork, please ensure you clearly state that this is for the BreastScreen Conference so we can correctly allocate your poster for you.

## Options:

| Options | Price |
| --- | --- |
| 1 Poster AO printed full colour onto 100 gsm laser | $49.99 incl GST |
| 1 Poster AO printed full colour onto 100 gsm laser and laminate encapsulated | $111.94 incl GST |
| 1 Poster AO printed full colour onto 198 gsm semi gloss | $80.00 incl GST |
| 1 Poster AO printed full colour onto 198 gsm semi gloss and laminated | $141.95 incl GST |

Price includes delivery to the Hilton on the Park on Friday 28th October 2011.

## Requirements:

1. Poster to be submitted as an A0 portrait.
2. Artwork is to be submitted in PDF format
3. Artwork is to be submitted via the website - www.abbotsford.snap.com.au (if over 10 meg) or via email to abbotsford@snap.com.au
4. Artwork must be submitted no later than Friday 21st October 2011.
5. Clearly state that this is for the BreastScreen Conference so we can correctly allocate your poster for you.
6. Please also advise the Conference Office when submitting your poster so we can ensure your poster is delivered to the Conference Venue.
7. Payment by eft transfer or credit card only.

**Snap**

Snap Printing Abbotsford
96 Hoddle Street
Abbotsford VIC 3067
Tel (03) 9486 9011    Fax (03) 9486 9066