

5th International Conference on

Advance Care Planning and End of Life Care

9–12 September 2015

Munich, Germany

www.acpel2015.org



BRIEFING NOTES FOR POSTER PRESENTERS

It is a great honour and pleasure to welcome you at the 5th International Conference on Advance Care Planning and End of Life Care (ACPEL-Conference), 9-12 September 2015 at the Ludwig-Maximilians-University Munich, Germany.

The organising committee would like to provide you with **information for your poster presentation**. Please take the time to **read these guidelines ahead of time** to ensure you are completely prepared and your involvement is successful. We are looking forward to your presentation.

CONFERENCE VENUE

Ludwig-Maximilians Universität München

Hauptgebäude (Main building)

Geschwister-Scholl-Platz 1

80539 Munich



REGISTRATION DETAILS

Prior to the Conference

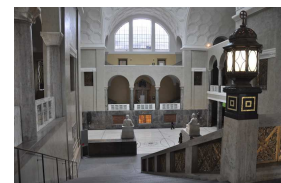
You need **to register** for the Conference in order to present. If you haven't registered by now, please register as soon as possible via our conference website (www.acpel2015.org).

Onsite at the Conference

Poster presenters will need **to check in** at the registration desk when they first arrive at the Conference to collect their name badge and related materials. If you have any queries regarding the program or your poster, please visit the registration desk located in the **"LICHTHOF"**.

The **desk will operate** during the following times:

Wednesday, September 9, 2015:	12:00 - 20:00
Thursday, September 10, 2015:	07:30 - 17:30
Friday, September 11, 2015:	07:30 - 18:30
Saturday, September 12, 2015:	08:00 - 14:00



LOCATION OF THE POSTER DISPLAY AREA

A list of posters and allocated numbers is now available and will be also provided for viewing upon your arrival. Poster boards will be located in different areas in the conference venue ("LMU-Hauptgebäude") and a message board near the registration desk will provide you with the necessary information where your poster (with your assigned poster number) will be displayed. Please ensure that you pin your poster on the correct poster board. Do not place your poster in an alternate location.

POSTER SET-UP/REMOVAL TIMES

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

Set-up of posters: Upon arrival from 07:30 on Thursday morning

Removal of posters: no later than 14:00 (2pm) on Saturday (Deadline)

POSTER PRESENTATION TIME

You can use coffee and lunch breaks to visit the different poster display areas yourself.

On **Friday, September 11, 15:30 – 17:00** a **poster session is scheduled in the conference program**. You are highly encouraged to stand by your own poster during this time and liaise with participants browsing the poster area.

From 16:00 there will be a guided poster walk in 12 themed groups. About 120 of the 135 posters will be selected, so there is a high chance that a group of participants will be guided to your poster. Please be prepared to give a **3 minute presentation** of your poster with additional 3 minutes for questions and answers.

POSTER PREPARATION

The poster should be a visual presentation of your submitted abstract. Please **bring your poster with you to the conference and hang it up yourself**, we provide you with the necessary poster strips.

Posters should meet the following criteria:

TITLE

The title should reflect the content of your poster and it should match your abstract submission.

CONTACT INFORMATION

Name, organisation, telephone number, e-mail address of the corresponding author and the affiliations of all co-authors should appear on the poster.

The poster must not be larger than **portrait (upright) DIN A0** (841mm × 1189mm) (2.7592ft wide × 3.9009ft high).

FORMATTING

The poster should be easily readable at a distance of two metres. Use UPPER and lower case for general content, as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles.

GENERAL ADVICE FOR FIRST TIME PRESENTERS

The message that your poster contains should be clear and understandable without further oral explanation.

- Please ensure your poster is **professionally printed**.
- For empirical research: Headings such as “Introduction”, “Methods”, “Results”, “Discussions” and “Conclusions” are useful.
- **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 hand these to delegates personally or attach a suitable device to your poster board.
- Besides the title, **the two most important sections** are the **Introduction** and the **Conclusion**. On the basis of these two sections, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These sections need to be **simple, concise and visually attractive**.
- Use **pictures, symbols and colour**. Figure legends are essential. Each graph should have a short heading. For visual effect, we recommend that graphs and pictures be no smaller than 12cm x 18cm. A matte finish on photographs gives better visibility.

DECLARATION OF INTEREST

Please acknowledge all financial support for the work and collaboration.

LANGUAGE

Please note that the Conference language is English.