

Guidelines for Poster Sessions (incl. Student Posters)

APOTC2024 extend our appreciation to you for submitting the abstracts to present at the upcoming APOTC2024 from 6 – 9 November 2024. This document has been prepared to assist you with planning a successful presentation for the Congress.

Should you have any questions about the requirements outlined in this document please do not hesitate to contact the APOTC2024 Secretariat at abs-apotc2024@c-linkage.co.jp.

About your presentation

Please check your email and the programme on APOTC2024 Website to see which session you have been scheduled to present. https://www.c-linkage.co.jp/apotc2024/pdf/overview_schedule_en.pdf

Presenters are required to stand-by 30 minutes in front of the Poster on the day of allocated time.

Only for student posters, a chairperson is allocated to facilitate the session.

Please note that the organizer will be taking photos in the venue for the purpose to use in congress report. Photography by the speakers and participants is not prohibited, so please make sure to omit any information that could identify patient/client.

Poster Information

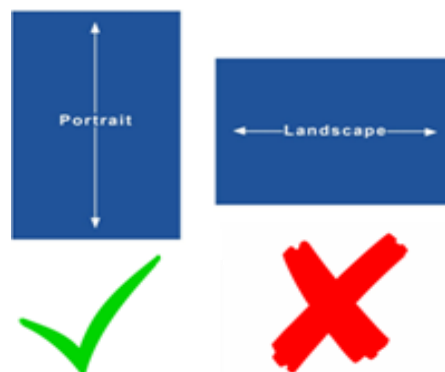
The information below provides guidelines, recommendations and tips on how to design and structure your Poster.

Design Tips

- Poster templates is available from APOTC2024 website (it is not mandatory to use them).
- All posters should be a visual presentation of your submitted abstract.
- Posters should be well thought out and visually appealing, with a balance of text, graphics and neutral space.
- Make your poster clear and clean; avoid unnecessary clutter and special effects that do not add value.
- **Please do NOT include any identifiable information of patients/clients (i.e., names, hospital ID numbers or photos with face).**

Poster size and orientation

- Posters are made only in English.
- The poster must be AO size (AO size is W841mm x H1189mm / W33.1102in x H46.81102in)
- Orientation of your poster must be in **portrait style as shown below.**





Title

- Title of the Poster should be brief and match with the submitted abstract.
- Names and affiliations of all authors (each author to be marked with superscript Arabic number (such as 1, 2) with their corresponding institute affiliation.

Fonts

- Avoid using a mixture of type/font styles.
- Recommended font size 16 - 28pt.
- Fonts should be standard, as special fonts may not render. Recommended fonts are Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia.

Layout

- Make sure that any photographs or figures being used in the Poster are sized so that they are clearly visible, with a minimum 300-dpi resolution. The number of photographs should be limited to those essential and relevant for the Poster.
- If you are inserting figures or graphs, a short heading and legend are essential. Graphs and tables should be well organised and the font used should be easy to read.
- Use single spacing.
- Have enough blank space – too much text without breaks is overwhelming.
- Use margins around the edge of the poster and ensure enough space between columns.
- Use symbols and colour.

Handouts

- If you wish to provide materials for participants at the Congress, you need to bring these with you as there will be no photocopying facilities available onsite.

Set up of poster at congress

The poster will be on display for ONE DAY at Congress in the Main Hall. Please bring your poster with you on the day of your presentation. Ensure your poster is displayed prior to the first coffee break of your presentation day (10:30am).

It is your responsibility to bring the printed poster and attach your poster to the poster board. There is no printing service available within the venue.

Supplies

- Poster panel
- Session number
- Pins to attach the poster on the panel

Removal of poster

Posters must be removed at the end of the day (5pm). APOTC2024 will take no responsibility for any posters that remain up after this time.



Dates November 6 WED–9 SAT, 2024

Venue Sapporo Convention Center SAPPORO, JAPAN

Convenors

Ling-Hui Chang President of APOTRG

Shinichi Yamamoto President of JAOT

Registration

All presenting authors must be **registered by July 31 2024** in order to remain in the programme. There are no discounts for presenters, simply select the registration type that best suits your current status.

<https://www.c-linkage.co.jp/apotc2024/registration.html>

Further Information

If you require further information about registration, programme or venue, please contact the APOTC2024 Secretariat.

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Secretariat for the 8th Asia Pacific Occupational Therapy Congress (APOTC2024)

Email: abs-apotc2024@c-linkage.co.jp