BRIEFING NOTES FOR TOP TEN POSTER PRESENTERS
The 2017 Renal Society of Australasia Annual Conference Organising Committee welcome your contribution to this year’s conference. In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to read these briefing notes ahead of time to ensure your presentation is successful.

GENERAL INFORMATION
Poster presenters will need to register at the registration desk when they first arrive at the Conference to collect their name badge and other related materials. From there, poster presenters will be directed to the Poster Display area where you can put up your poster. If you have any queries regarding the program or your presentation, please visit the registration desk. The desk will operate during the following times:

Sunday 18 June 2017 4.30 pm – 6.00 pm
Monday 19 June 2017 7.30 am – 5.00 pm
Tuesday 20 June 2017 7.30 am – 5.00 pm
Wednesday 21 June 2017 7.30 am – 3.00 pm

POSTER DISPLAY
A list of posters and allocated numbers will be available on the message board near the registration desk for viewing upon your arrival. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location.

Posters will be displayed for the duration of the Conference. You can set up your poster from 5.00 pm on Sunday 19 June. Posters are to remain up for the final lunch break on Wednesday 22 June; however, must be removed between 1.00 pm - 3.00 pm. After this time your posters (if not collected) will be removed and discarded.

SPEAKER INFORMATION DESK
The Speaker information desk is located level 2 and will be open during the following times:

Monday 19 June 2016 7.30 am – 3.30 pm
Tuesday 20 June 2016 7.30 am – 4.00 pm
Wednesday 21 June 2016 7.30 am – 2.00 pm

Please ensure you visit the Speaker information desk between 7.30 am and 10.00 am on Monday 19 June to ensure your presentation is checked and tested.

TIME ALLOCATED FOR POSTER PRESENTATIONS
As per the program, you have been asked to present a 4 minute oral presentation related to your poster on Monday 20 June 2015.

AUDIO VISUAL EQUIPMENT
The following Audio Visual equipment will be in the session room:

- One projection screen
- One PC
- One data projector
- Microphone attached to the lectern
- Capabilities to play Videos and DVD’s
- Q&A microphones on stands
Overhead and Slide Projection will not be available. Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. Requests will try to be accommodated however cannot be guaranteed. A duty technician will be available on site to handle any problems that may arise.

POWERPOINT PRESENTATIONS
Top Ten Poster presenters are strongly encouraged to provide your PowerPoint presentation on site. Please ensure you visit the Speaker Information Desk between 7.30am-10.00am on Monday 19 June. Please ensure you format the slides to a ratio 16:9. If you have any questions in regards to this process please email these directly to conference@renalsociety.org.

SPEAKER & CHAIR PROCEDURES
- Please be in the session room no later than 15 minutes before the start of your session to meet the Chair and check in with the audio visual technician.
- Your presentation will be set up ready in the room ready for the speaker or chair to click on the presenters’ name. If you are not familiar with this process, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the duty technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation or as directed by the Chair.
- The Chair will time your presentation and give you a warning at 2 minutes of your 15 minute presentation remaining and at time up.

PRESENTATION TIMES
It is extremely important to keep the program to time for respect to the other speakers. Should one of the presentations in your session be cancelled or the speaker is not present, the session will continue with the next speaker available even if the session finishes early. The same policy applies if a speaker should finish their presentation earlier than expected.

<table>
<thead>
<tr>
<th>Time Guidelines Session Time (block of 3 poster presentations) – 20 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair’s introduction of the speaker and the poster – 1 minute</td>
</tr>
<tr>
<td>Poster author presents – total of 4 minutes</td>
</tr>
<tr>
<td>Chair to provide warning at 3 minutes</td>
</tr>
<tr>
<td>Chair provides end of session warning to speaker at 4 minutes and announces this to the audience. Questions from the audience – 1 min</td>
</tr>
<tr>
<td>Total 6 minutes per poster</td>
</tr>
<tr>
<td>This is repeated two more times allowing for three poster presentations</td>
</tr>
<tr>
<td>After 3 poster presentations the Chair will announce to the audience there is now 3 minutes to change rooms if they wish before the next session commences. Those wishing to stay in the room can relax.</td>
</tr>
<tr>
<td>Chair to time the break and at 3 minutes call the audience to attention and repeat above steps</td>
</tr>
</tbody>
</table>

POSTER SIZE
Due to poster board restrictions your poster cannot be larger than portrait A0 (84.1cm × 118.9cm).
POSTER SET UP / REMOVAL TIMES
In order to set up your poster, you will need to register first and collect your name badge in order to gain access to the Conference areas.

- Poster boards will be constructed and numbered in sequence
- Set up of posters – Sunday 18 June from 5.00 pm – 6.00 pm
- Removals of posters – posters are to remain up for the final lunch break on Wednesday 21 June; however, must be removed between 1.00 pm - 3.00 pm.

PREPARATION OF POSTERS

Posters should meet the following criteria:

TITLE
The title should match your abstract submission.

CONTACT INFORMATION
Name and organisation of the corresponding author and the affiliations of all co-authors should appear on the poster.

SIZE
The poster must be no larger than portrait A0 (i.e. 84.1cm × 118.9cm). Please ensure that your poster does not exceed this size.

LETTERING
The poster should be easily readable at a distance of two metres. Use both 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.

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

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>Type of Text</th>
<th>Size of Characters</th>
<th>Case / Style</th>
<th>General Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>2.0 – 2.4 cm or 100 point maximum suggested</td>
<td>Title Case / Bold</td>
<td>At the top of the poster include the title of the presentation, the name of the authors and the details for the corresponding author.</td>
</tr>
<tr>
<td>Headings</td>
<td>60 point maximum</td>
<td>Title Case</td>
<td>Headings such as “Introductions”, “Methods”, “Results”, “Discussions” and “Conclusions” are useful</td>
</tr>
<tr>
<td>Content</td>
<td>24 – 28 point 32 point maximum Single spaced</td>
<td>Upper and lower case</td>
<td>The text should be brief throughout. Any description of methods should be simple and concise.</td>
</tr>
</tbody>
</table>

A great poster catches your eye, and is:
- clear and simple
- easy to read
- organised with a logical flow
- relevant to viewers in its content
- taking advantage of the visual medium
- providing viewers with 1 or 2 main messages

Compulsory content:
- author’s name/s
- author’s organisation/s
- organisation’s logo/s
- contact details (website, email, phone, postal)
- poster publication date
GENERAL ADVICE FOR THOSE WHO HAVE NOT PREVIOUSLY PRESENTED A POSTER

- The message that your poster contains should be clear and understandable without the requirement of 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 Conference Managers will remove it. If you wish to supply handouts you must hand these to delegates personally or place them in a plastic pocket or similar and attach to the poster board.
- After the title, the two most important panels are usually 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.
- Use pictures, symbols and colours. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- 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.

Headings should be a minimum of 48 point size
Whereas, 28 point size is suitable for text

Please note that Velcro is required to attach your poster to the board – 4 Velcro dots will be provided to you upon registration. If you require more Velcro than this you will be required to supply it.

FURTHER ASSISTANCE
If you require further assistance, please contact the RSA Office on:
Email: conference@renalsociety.org
Phone: 1300 941 480

Thank you for your help in making the 2017 RSA Annual Conference a success!
<table>
<thead>
<tr>
<th>ID</th>
<th>Poster</th>
<th>First Name</th>
<th>Last Name</th>
<th>Interactive Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>109</td>
<td>The effect of room temperature and humidity on haemodialysis patient outcomes in a satellite unit</td>
<td>Tammy</td>
<td>Pilton-Pluck</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Adjusting to other haemodialysis units following a fire: Patient and staff perspectives</td>
<td>Stephanie</td>
<td>Bourke</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Fire in the dialysis unit: Lessons learnt</td>
<td>Deslie</td>
<td>Henley</td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>PD buddy: Using smartphone technology to improve patient care</td>
<td>Marnie</td>
<td>Budd</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Heparin-free haemodialysis, what is the best practice?</td>
<td>Xian</td>
<td>Zhu</td>
<td></td>
</tr>
<tr>
<td>116</td>
<td>Surgical pleurodesis for pleuroperitoneal leak: One units experience</td>
<td>Lisa</td>
<td>Paquin</td>
<td></td>
</tr>
<tr>
<td>114</td>
<td>Reflection of research skills gained when delivering options to support older chronic kidney disease patients</td>
<td>Annette</td>
<td>Wilson</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>An evaluation of the efficacy of prevention of cross-contamination of VRE (Vancomycin-Resistant Enterococcus) and (CRE) Carbapenem-Resistant Enterobacteriaceae</td>
<td>Anna</td>
<td>Uy</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Should potential transplant patients be on home haemodialysis?</td>
<td>Joanne</td>
<td>Kok</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Post-transplant Lymphoproliferative Disorder (PTLD) is there a role for haemodialysis?</td>
<td>Kristine</td>
<td>Dailey</td>
<td></td>
</tr>
</tbody>
</table>