



**14-17**  
November

## Static/Hard Copy Poster Presenter Guidelines



**The Royal Australian and New Zealand College of Ophthalmologists**  
56<sup>th</sup> Annual Scientific Congress | Melbourne Convention and Exhibition Centre



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## Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming 56<sup>th</sup> Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 14<sup>th</sup> – 17<sup>th</sup> November 2025 at the Melbourne Convention & Exhibition Centre (MCEC), Melbourne. Your participation is an important contribution to ophthalmology and a great way to share your expertise with your peers and colleagues.

This document has been prepared to help you develop and present a successful static poster presentation at the RANZCO Congress 2025.

## Checklist

Item	Due Date
Register and pay registration fees	Tuesday 30 <sup>th</sup> September 2025
Prepare your poster and either bring it with you to the Congress or arrange with the recommended poster printer who will deliver it to the MCEC.	Prior to the Congress

## Registration

All poster presenters must have registered and paid the applicable registration fees to be able to present at the Congress (or have a co-author present) in order to remain in the program. Poster presenters who fail to pay registration fees risk being removed from the program at the discretion of the Program Committee. There is no reduced registration fee for presenters.

Please go to the Registration page on the Congress website <https://www.ranzco2025.com/registration/> to register by Tuesday 30<sup>th</sup> September 2025 if you haven't already done so.

## About Your Poster Presentation

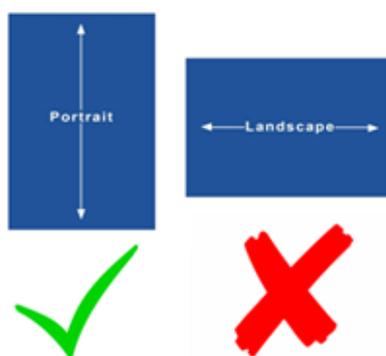
### 1. Poster Specifications

All posters should be an interesting visual presentation of your submitted abstract.

Posters should meet the following criteria:

Dimensions

- The poster must be no larger than AO size (AO size is 841mm x 1189mm)
- Orientation of your poster must be in portrait style



Disclosures must be displayed on your poster. For example: 'Supported by a grant from...' or 'no financial disclosures'.

**QR code:** You are also welcome to add a QR code with a link to more information about your poster.

## Design Tips

- Posters should be well thought out and visually appealing, with a balance of text, graphics and neutral space.
- Maximise the impact of your poster!



Find more ideas in the below resources:

[How to create a better research poster in less time \(#betterposter Generation 2\). \(youtube.com\)](#)

Refer to the Presenter Guidelines page on the website for a **better poster template**

## Presentation Time

The official Poster Presentations will be on **Sunday 16<sup>th</sup> November 2025 from 17:30 – 18:30** at the **Poster and Film Festival** Session in the Exhibition Hall. During this time, please be near your poster/s to be able to answer questions and discuss the content of your poster with delegates. 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 (in addition to the Poster and Film Festival session) – for example during catering breaks.

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.

## Set-up of Posters

The posters will be on display for the duration of the Congress in the Exhibition Hall. Please bring your poster with you on the day of your registration (unless you have arranged for it to be printed by the **recommended poster printer (see details below)** in which case it will be delivered to the Congress venue).

Ensure your poster is displayed in time for the first break on Saturday, 15<sup>th</sup> November if you are attending the entire Congress, or prior to the first catering break on the day of your registration. It is your responsibility to attach your poster to the poster board.

Please bring suitable Velcro tape/Velcro dots to attach your poster to the display board. Drawing pins should not be used.

## Removal of Posters

Posters must be removed on Monday 17<sup>th</sup> November (by 15:30 – end of Afternoon Tea), as the poster boards will be dismantled after this time. The organisers take no responsibility for any posters that remain up after this time.

## Poster Award

Ten high scoring poster abstracts will be shortlisted for the Best Poster Award. Independent Judges will decide on the winner based on quality and originality of the content as well as presentation. The winner will be selected and announced at the **Poster and Film Festival** on Sunday 16<sup>th</sup> November between 17:30 - 18:30. Finalists and winner will be notified.

## Recommended Poster Printer

For presenters who wish to have their posters printed and delivered to the Congress venue (MCEC) prior to the commencement of the Congress, **SNAP Port Melbourne** can provide this service for a fee of:

- AO poster printed in colour on 235 gsm satin poster paper, \$50.00 (plus GST)
- AO poster printed in colour on 235 gsm satin poster paper, laminated \$70.00 (plus GST)

## Instructions:

1. Ensure your poster is formatted to AO Portrait
2. Save your artwork as a high resolution PDF file
3. Send the file as a high resolution PDF (UP TO 20mb) at 1189mm (h) x 841mm (w) no later than **Monday 3<sup>rd</sup> November** to [portmelb@snap.com.au](mailto:portmelb@snap.com.au) and clearly state in the email:

**Event Name:** RANZCO Congress 2025

**Presenter Name:** <insert your name>

**Venue:** MCEC

4. Arrange payment directly with SNAP Port Melbourne via credit card

If you utilise this service, please note that the posters will be delivered to the MCEC and you must collect your poster/s from the Registration Desk and attach to the poster board.

## Handouts

If you wish to provide materials for delegates at the Congress, you need to bring these with you as there will be limited photocopying facilities at the Congress. 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 Congress Managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your board.

## 2. Poster List

The poster list (with authors and abstracts) will be added to the Program page of the website:

<https://www.ranzco2025.com/program-outline/>

Poster numbers will be issued closer to and provided at the Congress.

**Only authors or co-authors can present at the Congress.** If you are not a listed co-author and are presenting the poster on behalf of one of the authors, please contact the Congress Office for prior approval through the Program Committee.

## Withdrawals

If you choose to withdraw your poster, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters about the poster being withdrawn.

**Important Notes:** A withdrawn poster will not be reinstated.

## Posters as identified by Australian Vision Research (AVR)



Australian Vision Research is an organisation dedicated to promoting and supporting research and awareness into the causes of eye disease and the prevention of blindness. An expert panel will review and identify the 'notable abstracts'. These abstracts will be marked in the program and the presenters will be issued a certificate post Congress.

## Further Information

If you require any further information about registration, program or venue, please visit the Congress website or contact the RANZCO Congress Office:

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