



Second International Meeting of the Micronutrient Forum Beijing, China, 12-15 May, 2009

Information for Poster Presenters

Meeting Format

The Micronutrient Forum will include poster presentations from Tuesday, 12 May to Friday, 15 May, 2009. Each poster will be displayed for the entire duration of the meeting. Poster viewing and informal discussions will take place during morning and afternoon breaks, as well as during the extended lunch breaks. The poster sessions will engender lively discussion, offer opportunities for information sharing, and benefit newcomers and returning participants alike.

Abstract

If you submitted an abstract to us that was accepted, and you need to update or add data to your abstract, please resubmit the abstract **no later than 15 February 2009**. You may update your abstract *using the following web link* <https://aed.conference-services.net/authorlogin.asp?conferenceID=1411&language=en-uk>. If you experience any problems when resubmitting your abstract, please write to mnforum@aed.org. The version of your abstract that we have on file at midnight 15 February is the version that will be published in the program booklet that will be distributed at the meeting.

It is expected that all presentations from submitted abstracts will include research data or program results. If you will not present actual research data or program results, we ask you to withdraw the abstract. Please inform us without delay if you are withdrawing your abstract and will not present at the Micronutrient Forum in May 2009.

Summary

The Secretariat strongly encourages you to prepare a **brief summary** (three pages maximum) of your presentation. This information will assist the meeting rapporteurs as they prepare the meeting report. Summaries should be submitted to the secretariat by email (mnforum@aed.org) by **1 April 2009**, and should highlight the most important aspects of the work. If you choose to prepare a summary, include the following information:

1. Title
2. Authors and their institutional affiliations
3. Acknowledgements of financial support (if applicable)
4. Introduction
5. Objectives or goals of the study, project, or program
6. Methods (outline of the design and procedures used)
7. Key results
8. Discussion (brief, directed to major findings)

A handout describing your research or program for meeting participants is encouraged. If you wish to distribute your summary or other information related to your project as a handout, please arrange to bring sufficient copies with you. Copying facilities at the meeting site are very limited and could be very expensive.

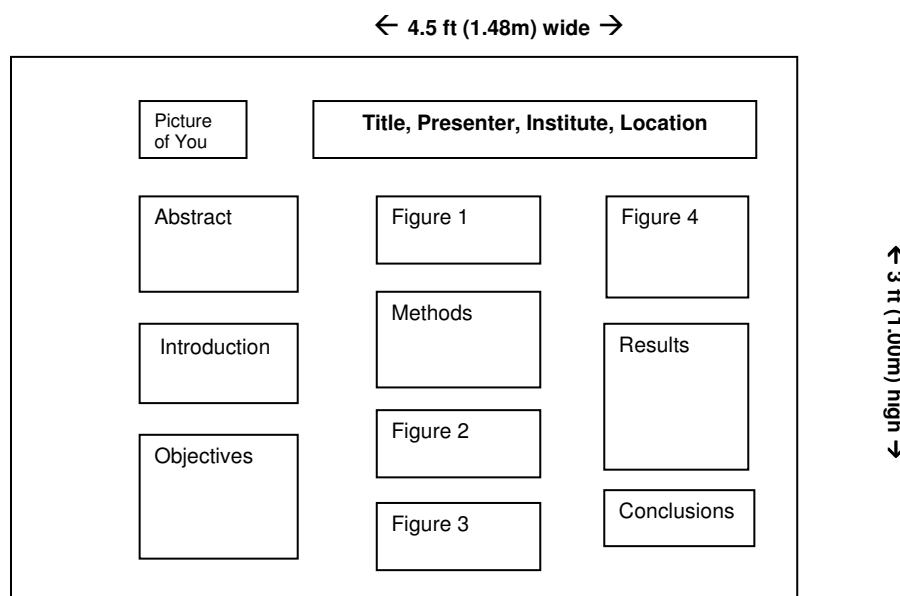
Your Poster Presentation

The poster sessions allow one-to-one discussion of your work with meeting participants. A specific poster number will be listed in the meeting program that you receive in Beijing. One poster board will be reserved for your display.

Abstracts scheduled for presentation in poster sessions are grouped by topic, and specific topics will be highlighted during each day of the Forum. On days when your topic is highlighted, the Forum Secretariat requests that you stand next to your display during scheduled breaks to allow other participants to discuss your presentation with you.

Your poster surface will be approximately **4.5 feet wide by 3 feet high (1.48m X 1.00m)**. BRING tack-and-stick reusable adhesive, mounting tabs, or tape to attach your materials to the board. **Do NOT bring tacks or pins.** Lightweight materials are easier to hang. Complete all illustrations for your poster before arriving to Beijing. Use large type for written information.

A suggested arrangement for posters is shown here for your consideration. At the top of your poster, indicate the title and authors. It is helpful to viewers if you include the following items on your display: abstract; introduction; objectives or goals of the study, project, or program; methods; key results; discussion or conclusions; and acknowledgment of financial support for your research or program. Graphic illustrations of information such as simple figures, concise tables, and photographs should be included to convey some of this information. Please bring a small photograph of yourself (3 inches x 5 inches or approximately 8 cm x 13 cm is sufficient) to attach at the top of the display to assist viewers in locating you for questions.



Please note: the poster surface will be horizontal as shown here.

Check the program carefully for the designated set-up and take-down times for your poster session. **Set-up will be the evening before the day of your presentation.** Your poster will remain on display throughout the day of your presentation.

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| Summary | <ul style="list-style-type: none"> ✓ Note the meeting and poster board formats. ✓ Verify and resubmit your abstract by 15 February 2009. ✓ Follow directions to prepare your summary and submit it to the Secretariat by 1 April 2009. ✓ If you prepare handouts, bring sufficient numbers of copies to the meeting; do not plan on copying in Beijing. ✓ Set up your poster during the scheduled time highlighted in the Program Schedule. ✓ On the day of your presentation, stand by your poster to allow other participants to ask questions. ✓ Remove your poster during the scheduled time highlighted in the Program Schedule. |
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