INSTRUCTIONS FOR POSTER DISPLAYS

1. Please send the following information to kavli.events@royalsociety.org with ‘Poster submission’ in the subject line and we will confirm shortly after whether or not your poster has been accepted:
   - Main author’s name
   - Main author’s department and organisation
   - Main author’s e-mail address
   - Names, department and organisations of any co-authors
   - Poster title
   - Abstract not exceeding 200 words

2. Registration: please note proposing a poster does not automatically register you for the meeting. Please complete the registration form in addition to this.

3. On arrival at the meeting: please collect your badge and programme booklet from the registration desk. Please refer to the programme booklet to find out which number you are and place your poster on the correct board.

4. Poster size: maximum size is A0 (portrait). You may not put up a poster that exceeds the poster display board which is 100cm wide by 200cm high.

5. Fixings: Please provide your own Velcro fixings (the poster boards are covered in the ‘loop’ i.e. soft side so your fixings should be the ‘hook’ side).

6. There is no table space available alongside the poster.

7. Timings: your poster should be put up before the meeting starts and taken down at the end of the meeting or when advised by Royal Society staff. You should be available to discuss the poster throughout the scheduled morning and afternoon session breaks.

8. Disposal: please take all your papers/packaging/equipment with you. Any posters left after the meeting will be disposed of by Royal Society staff.

9. Liabilities: If you are bringing equipment could you please note that it is your responsibility to insure this against theft and third party risks. The Royal Society makes every effort to ensure that its premises are secure, but can take no responsibility for any loss of, or damage to, items left on the premises before, during or after the meeting. The Royal Society cannot be held responsible for the loss of any packaging.