

## Stand-Alone Package

### Management of Poster Call & Abstracts

Send out call for posters - one page poster abstract

Set up meeting with Organising Committee to review abstracts

Notify presenters if poster has been accepted and send out poster instructions

Put Poster List together

Book Poster Boards

Co-ordinate Poster Session during event

### NOTES:

Listings included but not limited to those indicated

For all event support level of effort agreed following initial consultation outlining requirements - billing is based on that assessment.

Scheduling and lead times will factor into support levels available.