### 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.