Guidelines For Preparing and Presenting Posters

Each display will be identified by a number, so you are able to find the correct position for your poster. The poster number will correspond to the poster board that your presentation has been allocated to. Your poster number will be communicated prior to the conference.

Poster Dimensions
- Portrait Orientation only
- Maximum size A0 -1960mm (H) x 950mm (W)- over all is 2m high and 1m wide

Poster set-up times (by the presenter):
Friday 28 November: 7:00am – 9:00am
All posters are to remain in place for the duration of the Conference.

Poster takedown times (by the presenter):
Saturday 29 November: 3:30pm – 4:30pm
Please note: The Conference Secretariat is not responsible for any poster material set up or poster material left at the conference. The set up and take down of the displays is solely the responsibility of the presenter. If assistance is required, please visit the registration desk.

Poster Viewing Times:
Poster presenters are requested to be present beside their poster during the catering breaks (morning tea, lunch & afternoon tea) to speak with delegates about their work. Please refer to the online program for times; please note the program is subject to change.

PDF of Posters
Posters are to be uploaded to the presentation portal before the deadline of **Thursday 20 November 2025.** Please see your acceptance notification for a personalised link to this portal.

The file supplied must be a .PDF file.
Your file must be named following the below format.

- For Posters and Poster Tours:
  - Surname Firstname_Poster
  - *e.g. Brown Sarah_Poster.pdf*

Please ensure you follow the guidelines below:

- Posters will be displayed according to the poster number and floor plan published in the Conference Program.

- Posters will be displayed on a free-standing vertical board; poster presenters will be provided with half a panel for their display. The poster dimensions should be a **maximum size of A0 1960mm (H) x 950mm (W) (Portrait Orientation only).**

- **You will be provided with Velcro dots**. Any other materials you will need to hang your poster are to be provided by you (such as blue tac). Please note that the materials used must not damage or leave marks on the poster boards. **We suggest not printing your poster on cloth, canvas or other similar material as it can be too heavy for the Velcro.**
- The conference organisers will be supplying an A4 plastic sleeves, we encourage you to print some

A4 handouts of your poster and place them in the sleeve for delegates to take. Please see the registration desk if you would like an A4 sleeve.

- Presenters are asked to be in attendance alongside their poster during the poster viewing times to answer questions and discuss aspects of your research. Presenters are also encouraged to advertise their availability to discuss their work at other times on their poster. Contact details during and after the Conference should also be included.

- In preparing your poster, you should not attempt to detail your entire research history. Present only enough data to support conclusions or to explain the point(s) you wish to make. Data should be kept to a minimum in favour of diagrams and photographs. Aim to put across a simple message in an eye-catching manner.

- All posters must carry a title. If a short title, different from the published full title is used, the latter should be included as a subtitle in smaller type.

- All text lettering should be large enough to be legible at a distance of 1.5m. Lettering used for titles should be 24-point size minimum (Times New Roman or Arial are good fonts to use). Photographs and diagrams should be large enough to be read at a distance of 1.5m.

- Large type from a word processor, photo-enlarged typing, stencilling, and rub-down letters (e.g. Letraset) are recommended for text and captions. Freehand lettering is not recommended except for last minute alterations. All text must be in English.