

Guidelines For Preparing and Presenting Posters

To assist with the marketing and promotion of your poster to conference delegates, please ensure you follow the guidelines below:

- Posters will be displayed according to the poster number and floor plan published in the Conference Program. You will be provided with your poster number 2 weeks prior to the conference.
- Posters will be displayed on the venue walling with blue tac. The poster dimensions should be a **maximum size of A0 (841 mm wide x 1189 mm high) (Portrait Orientation only)**.
- **We suggest not printing your poster on cloth or other similar material.**
- Presenters are asked to be in attendance alongside their poster during the poster viewing times shown above to answer questions and discuss aspects of their 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).
- 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.
- Photographs and diagrams should be large enough to be read at a distance of 1.5m.

LANGUAGE ACCESSIBILITY FOR YOUTH ATTENDEES

To ensure all our participants, especially for our young attendees, can fully engage with your presentation, we encourage presenters to use clear and accessible language, and to minimise the use of technical jargon where possible. This approach helps make complex ideas easier to understand and promotes inclusivity among all our attendees of diverse ages and backgrounds.

Guidelines for Youth Friendly Language Use:

- Use clear, straightforward language to ensure your poster is accessible to young attendees who may be new to the subject matter.
- Avoid excessive use of technical jargon. When necessary, provide explanations or define terms

clearly. Consider including a legend to explain specialised terms or acronyms.

- Use engaging visuals such as diagrams, charts, graphs and photographs to enhance understanding.
- Keep text concise and focused, presenting key points in an easy-to-digest format.
- Encourage youth interaction by inviting questions and discussions during poster viewing times.

By adhering to these guidelines, presenters can create posters that are not only informative but also accessible and engaging for young audiences attending the conference.

Accessible Posters: For tips on creating accessible conference posters, click here:

<https://www.washington.edu/doit/how-can-i-create-conference-poster-accessible-people-disabilities>

POSTER SET UP AND SESSION TIMES

Poster set-up times (by the presenter):

Monday 11 November: 3:15pm – 4:30pm

All posters are to remain in place for the duration of the Conference.

Poster takedown times (by the presenter):

Wednesday 13 November: 14:30-15:30 (After afternoon tea)

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.

Designated poster viewing sessions will be scheduled into the program. Further information about this will be shared in the lead up to the conference.

PDF OF POSTERS

Posters are to be uploaded to the presentation portal before the deadline of **11:59pm AEST Sunday 20 October 2024**. Please see your acceptance notification for a personalised link to this portal. The PDF poster will be available on the conference website and app.

- The file supplied must be a .PDF file.
- Your file must be named in the following format: **Surname Firstname_Poster** (e.g. *Brown Sarah_Poster.pdf*)