



## 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. If you have any questions on the day, please ask someone at the registration desk.

Posters will be required to be printed by the presenting author so they can be physically displayed at the conference. You will also need to send through a PDF copy of your poster so it can be displayed in the virtual event portal.

### Poster Dimensions

Portrait Orientation only

Maximum size A0 (841 mm wide x 1189mm high)

### Poster set-up times (by the presenter):

Monday 10 November

0800 – 1100 (before morning tea)

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

### Poster take-down times (by the presenter):

Wednesday 12 November

1330 – 1530 (after lunch)

*Please note:* The Conference Secretariat is not responsible for any poster material set up or poster material left at the conference. The setup and takedown of the displays are 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 your work. Up-to-date timings are available in the [online program](#). Program times are subject to change.

### PDF of Posters

A digital copy of your poster is required to be uploaded to the presenter portal by **Sunday 2 November**. To access the presenter portal please use the personalised link sent in your abstract notification email.

**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.
- 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 of **maximum 841 mm wide x 1189mm high (Portrait Orientation only)**. The boards are made of a white melamine material to which double-sided tape will adhere to. Limited double-sided tape will be provided.
- The conference organisers will be supplying an A4 plastic sleeve on all Poster boards, 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 shown above 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 a smaller type.
- All text lettering should be large enough to be legible at 1.5m. The 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 1.5m.