



ON DEMAND POSTER DISPLAY BRIEFING NOTES

PLEASE READ CAREFULLY

All poster presenters are asked to submit a PDF poster file.

Poster files must be provided to the conference organisers by the due date, **Monday 18 October 2021**, so that they can be uploaded to the virtual platform for delegates to download / view.

POSTER FORMAT

- Your poster must be designed in portrait layout. As the file will be **viewed digitally**, the page size does not matter, but we suggest a printable size such as A3. **The PDF file size should not exceed 10MB.**
- Delegates will be able to download your poster file from the virtual platform to view in a new window.

The information below is intended to serve as a reminder to the experienced poster presenters, and as a primer to those less experienced; suggesting ways to make your poster more effective for the reader.

Posters must include the following:

- The title as it was submitted with the abstract
- All contributing author names and affiliations
- An email address or contact information so readers can make contact, should they wish to discuss your presentation further

Where possible use tables, graphs or bullet points to illustrate points and these should be of sufficient size for easy reading at a distance of one metre. Avoid using too much text.

Use light backgrounds to make your poster easier to read. Posters can be laminated or fabric.

PRODUCING YOUR POSTER

You may be able to use the services of a graphic designer. Allow plenty of time for discussions about your content, the design, and agree on timelines. If not, posters can be prepared using Microsoft software such as PowerPoint or Publisher. Proofread and obtain approval from all authors before preparing the final file. Ask someone else to proofread for you... after all your hard work you may be 'blind' to errors.

SUPPLYING YOUR COMPLETED FILE

Refer to our guide on [How to name and supply your files](#) to upload your poster.

DISCLOSURE OF INTEREST

Presenters are asked to include a disclosure of interest statement in their presentation.

The conference organising committee recognises the considerable contribution that industry partners make to professional and research activities, and we value these greatly. Disclosures should relate to the substance of the research being presented, declaring any relationships and potential conflicts as part of each presentation you make.

PRESENTATION CONSENT

The Conference organisers are making every effort to distribute information presented at the Conference. By supplying your pdf poster, you consent to your poster being available and downloadable via the virtual conference portal.

Please contact the team at ForumPoint2 Conference Partners if you have any questions.

E: jaimie@fp2.co.nz or P: 0273207981