



GUIDELINES FOR PREPARING AND PRESENTING POSTERS

POSTER DISPLAY TIMES

Conference: Thursday 14 November – Friday 15 November 2024

Set up: Wednesday 13 November 5.00pm – 7.00pm OR Thursday 14 November 8.00am – 9.00am (AEDT)

Pack down: Friday 15 November 3.30pm – 4.00pm (AEDT)

Poster Viewing Times: Poster authors are asked to be present at their poster on both the Thursday and Friday lunch breaks.

- Posters will be displayed on a free-standing board identified by a *poster number*
- Poster presenters will be provided with a panel for their display. The poster dimensions should be a **maximum size of 840mm (width) x 1000 mm (height) PORTRAIT (No larger than an A0 size)**.
- The boards are made of a material to which Velcro tape or pins can adhere. Presenters are asked to please bring your own Velcro/pins.
- Presenters are asked to be in attendance during the Poster Viewing times as outlined above, in order to answer questions and discuss their research.
- 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, 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.

Please note: The Secretariat is not responsible for any poster material left at the conference. The set up and take down of the display/s is solely the responsibility of the presenter.