

# POSTER PRESENTATION GUIDELINES

*To communicate the key messages from your abstract effectively, please take the time to read the following guidelines when creating your poster.*



## GENERAL INFORMATION

All presenters are required to register for the Conference. If you have not already done so, please go to <http://www.ausotconference.com.au/registration.php> to register online or download a registration form.

All presenters will need to visit the registration desk when they first arrive at the Conference to collect their name badge and other Conference materials.

## LOCATION

Poster boards will be located in the Terrace and Promenade areas. Your allocated poster number will be displayed on the Message Board near the Registration Desk. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location.

## POSTER PRESENTATION TIME

A poster attendance card will be provided at each presenting author's poster board. This card is designed to be displayed in conjunction with your poster and should list the times the presenting author is available to discuss the poster with Conference delegates. All authors are also encouraged to be near their posters during at least one of the break times.

## SET-UP OF POSTERS

Please ensure your poster is displayed prior to 1000 in time for the first break of the conference. Posters can be set up on Thursday 11 September between 0800 & 1000 and Friday 12 September between 0800 & 1000 (depending on poster schedule day allocation).

It is your responsibility to attach your poster to the poster board. Please bring Velcro tape/velcro dots to attach your poster to the display board. Drawing pins should not be used. Special reusable posters clips will also be available for purchase at a cost of AUD\$10 from the conference registration desk

***There will be no Velcro available on site. Presenters are required to provide their own Velcro.***

## REMOVAL OF POSTERS

Posters can be removed after 1600 each day and must be removed by 1900 Thursday 11 September and 1730 Friday 12 September. The poster boards will be removed at 1800 on Friday 12th September. The organisers can take no responsibility for any posters that remain up after this time.

***IMPORTANT! Please keep in mind that posters not removed by the end of the teardown time will not be retained!!***

## TIPS FOR CREATING YOUR POSTER

The poster should be a visual presentation of your submitted abstract.

Posters should meet the following criteria:

### SIZE

- The poster must be no larger than **A0 size** (AO size is 841mm x 1189mm). Orientation of your poster must be in **portrait style**.

### TITLE

- The title should be the same as in the submitted abstract
- 20-24 mm or 100 point maximum
- Title Case
- At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.

### HEADINGS

- 48 point is suggested 60 point maximum
- Title Case Headings such as “Introduction”, “Methods”, “Results”, “Discussions” and “Conclusions” are useful.

### CONTENT LETTERING

- The poster should be easily readable at a distance of two metres. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using a mixture of type/font styles. 24-28 point 32 maximum
- Single spaced Upper and Lower Case
- The text should be brief throughout
- Any description of methods should be simple and concise.

### CONTENT

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however, please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor the Conference Managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your board.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data. Results should be in line with those originally submitted in your abstract.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matte finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

For more information, please contact the **Conference Office: Think Business Events**

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