

Poster Presentation Briefing Notes

In order to assist you in planning your presentation, a number of services and facilities will be provided for you. Please take the time to read the following instructions to ensure your presentation is successful.

LOCATION and TIMES: THE INTERACTIVE POSTER SESSION

Location:	Poster area, Foyer 2, Melbourne Convention Centre.
Setup time:	From 7:00 am, Monday 7 September (we recommend that your poster is displayed by 10:30 am Monday 7 September, Morning Tea break)
Interactive Poster Session:	12:30-1:30 pm, Monday 7 September
Poster removal:	No later than 4:00pm on Wednesday 9 September

About

You will have the opportunity to discuss your poster as delegates walk through the poster area. Posters will be displayed in the Poster area throughout the conference and delegates will be invited to attend the poster presentation.

During the Interactive Poster Session, you should remain with your poster, ready to discuss its contents and how it relates to your work.

POSTER PREPARATION RECOMMENDATIONS

Your poster should be a visual presentation of your submitted abstract and should include the following information:

Title, authors and affiliation(s):

Size: Your poster must be **A0 poster size** (841mm wide X 1189mm high – portrait style).

Typeface: Your poster should be easy to read from a distance of two metres. You may consider using upper case for titles and lower case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles.

AFFIXING YOUR POSTER

Pins to attach your poster to the presentation board will be available from the Registration Desk upon your arrival. You may only use pins to attach your poster to the display boards. You will be supported to affix your poster.

GENERAL ADVICE FOR THOSE WHO HAVE NOT PREVIOUSLY SUBMITTED A POSTER

- **Your poster's message** 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. However, 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 often decide whether to consider the poster details



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further and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.

- **Results** should be presented graphically if possible. 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 figure or graph should have a short heading. For visual effect, we recommend that figures and graphs be no smaller than 12cm x 18cm.
- A matt finish on **photographs** gives better visibility. We recommend that images be no smaller than 12cm x 18cm.
- **Use the opportunity** to draw your audience into further enquiry about your research.

We wish you all the best with your poster presentation.