



## 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.

### Poster Dimensions

**Portrait** Orientation only

Size: **AO** - maximum 841 mm wide x 1190mm high

Recommend printing on paper or cardboard – not fabric

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

Friday 21 July From 7.00am to 10.00am (before morning tea, day 1)

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

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

Saturday 22 July 3.45pm – 4.00pm – end of afternoon tea

*Please note:* The Conference Secretariat is not responsible for any poster material set up or poster material left at the conference. The set up and take down of the displays is solely the responsibility of the presenter. If assistance is required, please visit the registration desk.

### Poster Viewing Times:

Poster presenters are recommended to be present near their poster during the catering breaks (morning tea, lunch & afternoon tea) to speak with delegates about your work, or we suggest adding a QR code to your poster for delegates can contact you for more details. Please refer to the [online program](#) for times, please note the program is subject to change.

### PDF of Posters

Posters are required to be emailed to [conference@ashm.org.au](mailto:conference@ashm.org.au) by **Friday 30 June** for inclusion on the conference website and APP.

**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 **AO maximum 841 mm wide x 1190mm high (Portrait Orientation only)**. The boards are made of a white melamine material to which packing tape or blue tack will adhere to. Limited blue tack 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 recommended to be near 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 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, 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 a distance of 1.5m.
- We recommend to not print your poster on fabric.