



GUIDELINES FOR PREPARING AND PRESENTING POSTERS

Each Poster display board will be identified by a number, please find the poster board corresponding to your poster number which is in the poster listing. If you have any questions on the day please see the registration desk.

Poster set up time (by presenter):

Monday 5 November 2018

8.00am – 10.30am (Regatta Room)

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

Poster take down time (by presenter):

Wednesday 7 November 2018

2.40pm – 3.30pm

Please note: The Conference Secretariat is not responsible for any poster material left at the conference. The set up and take down of the displays is solely the responsibility of the presenter. No storage will be available onsite. Please visit the registration desk for assistance.

Poster Session Viewing Times

It is recommended that presenters are near their poster presentation during catering breaks (morning tea, lunch & afternoon tea) to speak with delegates about their work. **During the Poster session presenters are REQUIRED to be present beside their poster** to engage with delegates and discuss the content of their presentation. These times are indicated below and will be advertised in the published program:

MONDAY 5 NOVEMBER

Morning Tea	10.40am – 11.00am
Lunch	12.15pm – 1.00pm
Afternoon Tea	3.05pm – 3.25pm

TUESDAY 6 NOVEMBER

Morning Tea	10.35am – 10.55am
Lunch	12.00pm – 12.55pm
Poster Session	2.50pm – 3.50pm
Afternoon Tea	3.50pm – 4.00pm

WEDNESDAY 7 NOVEMBER

Morning Tea	10.15am – 10.35am
Lunch	12.15pm – 1.15pm
Afternoon Tea	2.15pm – 2.35pm

PDF of Posters

PDF of your posters are required to **be emailed to apsadconference@ashm.org.au by Friday 5 October 2018** for inclusion in the conference reference material.

To assist in the marketing and promotion of your poster to conference delegates, please ensure you follow the guidelines set out below:

- Posters are to be displayed according to the poster number listing.
- Posters will be displayed on a vertical board. The poster dimensions should be a **maximum of 800 mm wide x 1100mm high, Portrait Orientation only, see sample image below. Landscape posters will not be accepted.** The boards are made of white melamine, we recommend using, tape or blutac to secure your poster.
- A4 plastic sleeves will be available at the registration desk if you require it to provide A4 handouts of your poster for delegates to take.
- **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.
- Presenters are asked to be present at their poster during the poster viewing times to answer questions and discuss aspects of your research. Presenters are encouraged to advertise their availability time to discuss their work during the conference. 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 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 (Calibri 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.

