



## Guidelines for Preparing and Presenting Posters

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

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

**Monday 16 September 2019** from 8.00am – 10.30am, Exhibition Hall

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

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

**Thursday 19 September 2019** between 3.00pm – 3.30pm, Exhibition Hall (During afternoon tea)

**Please note:** The Conference 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.

### Poster Session Viewing Times

It is recommended presenters are near their poster presentation during catering breaks (morning tea, lunch & afternoon tea) to speak with delegates about their work. There are also dedicated Poster Tours. These times are indicated below and will be advertised in the published program.

#### **Monday 16 September 2019**

Morning Tea	10.30am – 11.00am
Lunch & Poster Viewing	12.30pm – 1.30pm
Afternoon Tea	3.00pm – 3.30pm

#### **Tuesday 17 September 2019**

Morning Tea	10.30am – 11.15am
Lunch & Poster Viewing	12.45pm – 2.00pm
Afternoon Tea	3.30pm – 4.00pm
Poster Viewing, Wine & Cheese Networking Reception	5.30pm – 6.30pm

#### **Wednesday 18 September 2019**

Morning Tea	10.30am – 11.00am
Lunch & Poster Viewing	12.30pm – 2.00pm
Afternoon Tea	3.30pm – 4.00pm

#### **Thursday 19 September 2019**

Morning Tea	10.00am – 10.30am
Lunch & Poster Viewing	12.00pm – 1.30pm
Poster Pack Down	3.00pm – 3.30pm

### PDF of Posters

Posters are required to be emailed to [conference@ashm.org.au](mailto:conference@ashm.org.au) by **Friday 16 August 2019** for inclusion in the conference APP, website and reference material.

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

- Posters will be displayed according to the poster number and floor plan published in the Conference Handbook.
- Posters will be displayed on a free-standing vertical board.
- The poster dimensions should be prepared in **PORTRAIT** orientation, a **maximum of 850 mm wide x 1110mm high (Portrait Orientation only)**. The boards are made of a material to which Velcro tape or pins can adhere. Mounting materials will be available at the Registration Desk.
- The conference organisers will supply 1x A4 plastic sleeve, can be requested from the registration desk, we encourage you to print off A4 handouts of your poster and place them in the sleeve for delegates to take.
- 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 also encouraged to advertise their availability to discuss their work at other times 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 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 (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.