

Poster Presentation Guidelines

All poster presenters are asked to submit a .PDF poster file, and a 5-minute overview video introducing themselves and their work.

For Accepted On-Demand Poster Presenters:

- Create a 5-minute poster presentation video (slides may be included) – introduce yourself, your work, and your poster.
- Poster files and video files must be provided to the conference organisers by the due date, **Sunday 10 April 2022**, so that they can be uploaded to the virtual platform for delegates to download / view.

Preparing your poster content:

- Determine whether you want your research or program evidence to effect changes to policy and practice.
- Focus your content on what you want as the take home message.
- Keep abbreviations and acronyms to a minimum.
- Compulsory content:
 - ❖ author's name/s
 - ❖ author's organisation/s
 - ❖ organisation's logo/s
 - ❖ contact details (website, email, phone, postal)
 - ❖ poster publication date
- The title included in the abstract must be shown on the poster. This could be used as a sub-title with a briefer main title. The title needs to accurately reflect the content of the poster and capture attention. **Write the Title in Title Case Not Capitals.**
- Keep all text (headings and body text) to a minimum. Group text into digestible bites using small paragraphs, bullet lists, or text boxes. Bullet lists do not always need the 'and's' and 'the's'.

Guidelines on the presentation design:

- Your poster must be designed in portrait layout. As the file will be viewed digitally, the page size does not matter, but we suggest a printable size such as A3. **The PDF file size should not exceed 10MB.**
- Delegates will be able to download your poster file from the virtual platform to view in a new window.
- Include your email address on your poster if you wish to.
- 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.
- Determine ways of maximising the impact of your poster.
- A great poster catches your eye and is:
 - ❖ Clear and simple

- ❖ Easy to read
- ❖ Organised with a logical flow
- ❖ Relevant to viewers in its content
- ❖ Takes advantage of the visual medium
- ❖ Provides viewers with 1 or 2 main messages
- Design your poster with graphics. Use photos, cartoons, figures, tables, diagrams. Label them if necessary
- Use colour

Other tips to help you maximise your impact:

- If a poster prize is offered, nominate yourself (if nominations are required!).

Producing your poster

You may be able to use the services of a graphic designer. Allow plenty of time for discussions about your content, the design, and agree on timelines. If not, posters can be prepared using Microsoft software such as PowerPoint or Publisher. Proofread and obtain approval from all authors before preparing the final file. Ask someone else to proofread for you... after all your hard work you may be 'blind' to errors.

Supplying Your Files:

- Refer to our guide on [How to record your presentation](#) for more information on making your 5-minute overview video.
- Refer to our guide on [How to name and supply your files](#) to upload your poster and overview video correctly.

Requirement 1: Acknowledging Community in Presentations

We request that all presenters acknowledge the participant's involved in the studies at the beginning of the presentation. If your research is about HTLV and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people living with HTLV and our participation as people living with HTLV has influenced your work, we encourage you to consider and build upon the sample text provided as an acknowledgement of the role that people living with HTLV have played in the response to HTLV at the beginning of any presentation of your work.

Example 1. "I want to begin by acknowledging and thanking the people living with HTLV who have generously participated in this research."

Requirement 2: When developing your presentation, we request that presenters outline how your work has had/ can have a positive impact on the community including key population groups (e.g. People Living with HTLV, Aboriginal & Torres Strait Islander peoples, People who Inject Drugs, CALD) and what steps are being taken to take the research into practice.

Disclosure of interest

Presenters are asked to include a disclosure of interest slide in their presentation.

The conference organising committee recognises the considerable contribution that industry partners make to professional and research activities, and we value these greatly.

We are also looking at ways to increase opportunities of transparency for disclosing conflicts of interest and to make this as transparent as possible for presenters. One common way of doing this is to acknowledge these relationships in publications and presentations. Disclosures should relate to the substance of the research being presented, declaring any relationships and potential conflicts as part of each presentation you make.

Presentation Consent

The Conference organisers are making every effort to distribute information presented at the Conference.

By accepting your speaking role, you consent to your presentation being available and downloadable via the virtual conference portal.