

Guidelines for preparing posters

Presenters will need to produce and print their posters at their own expense.

1. Allocated space and poster size

- Posters will be displayed on a free-standing board in the exhibition. Your poster space allocation is portrait A0 maximum size. Width cannot exceed 850mm.
- Please note the poster space is extremely strict due to the limitations of the poster board size. **If your poster is unable to fit within the set guidelines your poster will not be displayed.**
- Please note that the board number allocated to your poster presentation will be on the corresponding poster board in the exhibition. This number will be provided closer to the conference. Posters will be grouped thematically aligning with the conference sessions and symposia.

2. Poster format

- Please include the name(s) and affiliations of the author(s) on the poster to facilitate identification at the conference.
- 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.
- In preparing the poster, do 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. Tables are best kept to a minimum in favour of figures and photographs. Aim to put across a simple message in an **eye-catching** manner.
For ideas on designing a great scientific poster, please see this blog: <https://www.animate-science.com/single-post/How-to-design-an-award-winning-conference-poster>.
- All text lettering, diagrams and photographs should be large enough to be legible at a distance of 1.5 m. We recommend lettering for titles to be 24 point minimum (preferably Arial font). Freehand lettering is not recommended except for last-minute alterations.
- Posters can be hung using Velcro. We will provide Velcro at the registration desk. You can bring your own attachment supply to hang your poster.

3. Dates and times

- Posters will be on display from Sunday 1 July until Thursday 5 July.
- Posters are to be hung, displayed and dismantled at the following times:

Date	Access time	Completion time	Description
Sunday 1 July	15:00	17:00	Hanging of posters – Welcome reception that evening in the exhibition space
Monday 2 July	09:00	20:30	Hanging of posters Exhibition and posters display Dedicated poster session
Tuesday 3 July	09:00	17:30	Exhibition and posters display
Wednesday 4 July	09:00	17:30	Exhibition and posters display
Thursday 5 July	09:00	15:30	Exhibition and posters display Dismantle of posters

- Poster boards are available from 15:00 Sunday 1 July 2018. You are welcome to arrive at the venue after this time to hang your poster. The Welcome Reception will commence that



evening so we encourage you to have your posters setup in preparation for this evening function.

- Please ensure you dismantle your poster on Thursday 5 July, 2018, in the afternoon tea break. The organisers do not take any responsibility for posters left hanging after that time. Unclaimed posters will be discarded if they are not retrieved by COB Friday 6 July, 2018.