



GUIDELINES FOR PREPARING AND PRESENTING POSTERS

Each display area will be identified by a number so that you are able to find the area corresponding to your poster. If you have any questions on the day please refer to the registration desk.

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

Poster set up times (by presenter):

Thursday 8.00am – 10.00am

We recommend being set up before morning tea on the first day of the scientific program.

Poster take down times (by presenter):

Friday During afternoon tea

Please note: The Conference Secretariat (AACBT) 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. Limited storage will be available onsite. Please refer to the registration desk for assistance.

Poster Session Viewing Times:

Poster presenters are requested to be present beside their poster during the catering breaks (where possible) in order to speak with delegates about their work. The minimum times to be available are indicated below and will be advertised in the conference program:

Thursday

Lunch 12.30pm - 1.30pm

Afternoon Tea 3.30pm - 4:00pm

Friday

Morning Tea 10.30am – 11.00am

Lunch 12.30pm - 1.30pm

Rapid Poster Presentations

Each poster selected for a rapid poster presentation will have a limit of one (1) PowerPoint slide (refer to the Presentation Assistance Guidelines for general assistance) and a time limit of 2-3 minutes of speaking. There may be time for questions after the block of rapid poster presentations, however this is at the discretion of the Chair.

Rapid Poster Presentations will be allocated their timeslot at National Conference – please report to the Registration Desk upon arrival.

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To assist in the marketing and promotion of your poster to conference delegates, please ensure that you follow the guidelines set out 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 maximum of **A0 size – maximum 841mm wide x 1189mm high (Portrait Orientation only)**. The boards are made of a material to which Velcro tape or pins can adhere (AACBT will provide pins).
- AACBT will supply 1x A4 plastic sleeve on all poster boards, and you are encouraged to print off some A4 handouts of your poster and place them in the sleeve for delegates to take.
- Presenters are asked to be in attendance at 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 others 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 (Calibri and 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.