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   7:45am – 10:30am

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) to speak with delegates about their poster/s. The minimum times to be available are indicated below and will be advertised in the conference program:

Thursday
Lunch
Afternoon Tea

Friday
Morning Tea
Lunch

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 minutes of speaking. There may be time for questions after the block of rapid poster presentations, however this is at the discretion of the session Chair.

Rapid Poster Presentations may be distributed throughout the program. Please check the final program and be courteous to your other presenters and keep to time.

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Australian Association for Cognitive and Behaviour Therapy – National Conference Poster Preparation and Presentation Guidelines

Page **1** of **2**

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

- Please provide an electronic file with your poster to AACBT for sharing on AACBT social media and website. The Conference Secretariat will advise the due date.
  - You may provide a related / suitable weblink to accompany your poster if you wish.

- 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).

- You are encouraged to print off some A4 handouts of your poster and place them on display / in a plastic sleeve for delegates to take.

- Presenters are asked to be in attendance 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 with 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.

- For further tips on creating your poster, please feel free to check out the following resources: https://convention.apa.org/blog/rethinking-the-science-poster and for poster templates: https://osf.io/ef53g/