



## Poster Session Guidelines

### The Poster Session

There will be two poster sessions (displayed in the Exhibition / Catering Area Rydges Lakeland Resort):

#### Poster Session 1:

Oral Presentations will run on Wednesday 30 November 2011 2.50 pm – 3.50 pm  
(Posters will be displayed from Tuesday night 7.00 pm until Wednesday 4.20 pm)

#### Poster Session 2:

Oral Presentations will run on Thursday 1 December 2011 3.30 pm – 4.40 pm  
(Posters will be displayed from Thursday 8.30 am until Friday 12.50pm)

### Poster Size

The posters will be displayed on room divider/poster display boards with one side of each divider dedicated for a single poster. You should plan to keep your poster information to a (120cm) wide by 180cm high area on the divider. However, in practice most posters are best kept to an A0 poster size of approximately 120cm by 84cm (in either orientation). This is the size that people generally expect to see and there are poster templates available to assist in preparation, and poster production services will generally handle posters of this size.

### Preparation Guidelines

#### Layout

A reader has difficulty following long lines of text from a typical poster viewing distance, so most posters use 3- 5 columns depending on orientation. A large heading spanning the whole poster block is typical, incorporating the poster title and authors.

The poster content may follow the typical report structure of introduction, method, results, discussion, but each section should be reduced to the key points as much as possible.

It is generally recommended to consider communicating key points or findings using graphs, diagrams, or images as much as possible instead of complex text or tables. Communicating key elements of the poster in point form is also common. Avoid long flowing paragraphs of complex prose. Avoid justified right margins - it makes it harder for the eye to keep track of where you are at a distance. Ragged-right margins are much easier on the eye.

#### Font Sizes

It is better to err on the side of using larger fonts wherever possible. Some suggestions are: for the main title, 85 pt; authors and affiliations, around 56pt; Subheads should be around 36 pt and body text 24pt. Figure and Table captions might work at 18 pt.

If you are unsure about what sizes to use, you can always use a variation on a classic technique for posters - print off your design to an A4 page on transparency film and use an OHP to blow it up to the appropriate size on a wall - stand back about 2 metres and see if all the material is easily read.

### **Production**

Check out your local poster production options. Find out whether they can print directly from a Powerpoint template and make sure the sizes are compatible.

## **Pack in, Presentation, Pack Out**

The posters will be set up in the exhibition area in the Coronet/Remarkables Room by the Conference Organisers. You will be provided with a poster number prior to the ASM - refer to your poster number in the Conference Handbook (there will also be a printed guide in the poster display area) and ensure this number is fixed to the outside of your poster tube or on the back of the poster itself. The Registration Desk will be able to store your poster tube, please ensure that this is clearly named.

Please hand deliver your poster to the conference registration desk in the Coronet/Remarkables Room:

Poster Session 1 Authors: No later than Tuesday 29<sup>th</sup> November 5.00 pm

Poster Session 2 Authors: No later than Wednesday 30<sup>th</sup> November 1.50 pm

Presenting poster authors will be required to be in the Poster Display Area 5 minutes prior to the commencement of the Poster Session. As each presentation is only two minutes long time keeping will be very strict and a bell will ring when it is time to commence to the next author. It is highly recommended that you practice your presentation in order to keep to this time.

The Conference Organiser will remove Poster Session 1 posters on Wednesday after 4.20 pm and Poster Session 2 posters on Friday after 12.50 pm. Posters will be available the registration desk for collection and will be labelled by Poster Number. Please note that it is the poster author's responsibility to collect their poster – no responsibility will be taken for any posters left at the venue following the conclusion of the event.