



## Poster Guidelines

### Poster Preparation

#### Size

Posters will be displayed on poster display boards (2.3m height x 1.2m width) so your finished printed poster should be A0 size (portrait orientation): 84cm width x 120 cm length.

#### 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. We can recommend Uniprint in Dunedin who have a poster printing service which includes a poster template. You can order online and if booked by Friday 22 November they can arrange to have the poster produced and the conference organisers collect from Uniprint and take to the venue (you will need to provide your name and poster ID# that can be put on the poster tube for easy identification. For pricing and online ordering go to:

<http://www.otago.ac.nz/uniprint/offer/poster-printing/>

#### At the Venue

The poster boards are velcro receptive and you are required to provide your own Velcro (the loop side) which must be fixed to the back of the poster. Please apply this generously and make sure this is done at least a day prior to the event. To ensure that your poster remains in place on the poster board, please roll your poster with the print side on the inside.

The posters will be set up on the ground floor of the St David Lecture Theatre. Ensure that you have put your poster up before morning tea on Monday.

To find out where to put your poster, find your poster number (the same number as your abstract number) in the Conference Handbook and match it to the number on the poster map.

Poster tubes can be passed to the Registration Desk for storage if they are clearly named.

The posters will be on display for the duration of the conference. Poster authors must remove their posters at the conclusion of the event.

Please contact the Conference Organiser [sally@events4you.co.nz](mailto:sally@events4you.co.nz) if you have any questions.

#### Quick Fire and Poster Session Monday 2 December

A limited number of poster authors have been invited to provide a Quick Fire presentation during the Monday Student/Early Career Researcher Awards Session on Monday (please refer to the Programme)

The Quick Fire is a total of 3 minutes speaking time (2 minutes to change over to the next presenter), authors may have a maximum of 3 PowerPoint slides, however these must be submitted to the Conference Organiser by email (PowerPoint file only please) by Friday 28 November at the latest.

### **Poster Session Monday 2 December**

A poster session has been scheduled for Monday evening which will allow conference delegates time to look at the posters and network with colleagues. There will be canapés/nibbles provided during this time, with delegates provided with drink vouchers and also a bar to purchase further refreshments (cash/efpos accepted). While not compulsory to attend, poster authors are encouraged to stand near their posters and engage with delegates who may have questions about their displayed work.

For any questions please contact the Conference Organiser [sally@events4you.co.nz](mailto:sally@events4you.co.nz)