



## Annual Conference of the Genetics Society of Australasia with the NZ Society for Biochemistry & Molecular Biology

University of Otago | Dunedin | New Zealand | 2 – 6 July 2017



# Poster Session Guidelines

## Two Poster Sessions

All posters will be displayed throughout the conference at the St David Lecture Theatre Complex

There will be two poster sessions

**Poster Session 1: Monday 3 July 6.00 pm – 7.30 pm**

**Poster Session 2: Tuesday 4 July 5.00 pm – 6.00 pm**

## Student Poster Awards

There will be student poster prizes awarded by the GSA and the NZSBMB, as judged by a panel of judges who will view the posters during the poster sessions.

To be eligible for the student poster prizes, authors must be in attendance to engage with the judges. Students will be advised of approximately when the judges will view their posters so that the students will know when to stand by their poster.

Students will have up to 3 minutes to talk to the judges.

## Poster Size

The posters will be displayed on room divider/poster display boards with one side of each divider dedicated for a single poster.

Guidelines:

Posters should take up no more than a 120cm wide by 180cm high area.  
In practice most posters are best kept to an A0 poster size of approximately 120cm by 84cm (in either orientation).

See the appendix for some hints on poster preparation, should you need them.

## Hanging and Removing Posters

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 and the first 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 (there will also be a printed guide in the poster display area) 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 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.

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

## Appendix

### 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. We can recommend Uniprint in Dunedin who have a poster printing service and this is a 15 minute walk from the conference venue  
<http://www.otago.ac.nz/uniprint/offer/poster-printing/>