

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 make your way to the registration desk.

Poster set up times (by presenter):

Monday 31 October 2016 8.00am – 10.30am **(Maritime Ballroom Pre-function Area)**

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

Poster take down times (by presenter):

Wednesday 2 November 2016 1.00pm – 2.30pm

Please note: The Conference Secretariat 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 visit the registration desk for assistance.

Poster Session Viewing Times:

Poster presenters are requested to be present beside their poster during the catering breaks (morning tea, lunch & afternoon tea) where possible in order to speak with delegates about their work. These times are indicated below and will be advertised in the published program.

Monday 31 October

Morning Tea	11:00 am - 11:30 am
Lunch	1:00 pm - 2:00 pm
Afternoon Tea	3:30 pm - 4:00 pm

Tuesday 1 November

Morning Tea	10:30 am - 11:00 am
Lunch	12:15 pm - 1:15 pm
Poster Session	3:00 pm - 3:45 pm
Afternoon Tea	3:45 pm - 4:00 pm

Wednesday 2 November

Morning Tea	10:35 am - 11:00 am
Lunch	12:15 pm - 1:00 pm

PDF of Posters

Posters are required to be emailed to apsadconference@ashm.org.au by **Monday 27 September 2016** for inclusion in the conference reference material.

To assist in the marketing and promotion of your poster to conference delegates, would you please ensure 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 **maximum 850 mm wide x 1100mm high (Portrait Orientation only)**. The boards are made of a material to which Velcro tape or pins can adhere. Limited tape will be provided.
- The conference organisers will be supplying 1x A4 plastic sleeve on all Poster boards, we encourage you 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 Congress 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 (Times New Roman or Arial are good fonts to use).
- Large type from a word processor, photo-enlarged typing, stencilling, and rub-down letters (eg, 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.