



## **Poster Preparation Guidelines (Electronic Posters)**

### **ELECTRONIC POSTER INSTRUCTIONS**

- If you wish to prepare an Electronic Poster, please email the conference organisers before **Friday 21<sup>st</sup> September**.
- Electronic posters will be prepared using a PowerPoint template (supplied), and will be displayed on interactive 55inch LCD TV screens. The template will be emailed to you if you select the electronic poster option.
- Electronic posters will also be displayed on the main screen as delegates walk back into room after certain catering breaks.
- There are two slides in the template. The first is a title slide. Please include your poster title (as included in your abstract), author names and organisations.
- The second slide is your "poster". Only two slides (total) are allowed per poster – please don't add additional slides.
- If using animations, please set to start automatically.
- Video content must be limited to 30 seconds.
- The deadline to submit your Electronic Poster is **Friday 19<sup>th</sup> October**.

## **Poster Preparation Guidelines (Hard Copy Posters)**

### **HARD COPY POSTER INSTRUCTIONS**

1. Poster preparation – maximum size for posters is B1 size (707mm wide X 1000mm high) for **portrait** orientation only.
2. Velcro-friendly display panels will be provided - **please bring your own means to attach your poster. Velcro dots ("hook") work best**
3. Please do not send posters to the Conference Managers – you will need to bring your poster with you to the Conference.
4. It is therefore the responsibility of each poster presenter to collect your poster at the conclusion.

### **SET-UP / PACK DOWN TIMES**

Posters can be set-up from 8.00am on Wednesday 7<sup>th</sup> November. If you are only attending part of the conference, please set up your poster during the registration time on the day you are attending. Posters will need to be collected no later than 2.00pm on Friday 9<sup>th</sup> November. Posters will be on display for the duration of the conference.

*An opportunity during the lunch break of Day 1 will be available for presenters to address their posters from 1.00pm – 1.30pm.*

### **REGISTRATION**

Please be reminded that it is a condition of acceptance that all presenters (including poster presenters) must be registered delegates (at least for one day) by Friday 21<sup>st</sup> September.

### **POSTER PRIZES**

Two poster prizes will be offered at the conference: \$100 for "People's Choice" and \$200 for the "Most Outstanding Poster".

### **ABSTRACTS**

Abstracts for poster presentations will be included in the Program Book, distributed to delegates at the conference. Please advise changes to abstracts by Friday 5<sup>th</sup> October.