
GUIDELINES FOR HARDCOPY POSTER PRESENTATIONS

The AusPATH Organising Committee welcomes your contribution to the 2019 Conference.

Please take the time to **read these guidelines ahead of time** to ensure your poster is prepared successfully.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for attendance at the Conference by the **29 August 2019**. Please refer to your acceptance letter email for instructions on how to register as a poster presenter.

Onsite at the Conference

Poster Presenters are to attend the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

The registration desk is in the **Southern Cross Lobby**, at The Esplanade Hotel.

The desk will operate during the times below:

Thursday 24 October 2019	0800 – 1800
Friday 25 October 2019	0800 – 1800
Saturday 26 October 2019	0800 – 1800

We encourage you to register as early as possible to allow for easy access into the Conference. **Please bring your confirmation letter along with you.**

PROGRAM ENQUIRIES

If you have any questions regarding the program or your hardcopy poster presentation, please visit the registration desk in the Southern Cross Lobby to ask one of the Arinex Staff, alternatively you can discuss with the AV technician at the back of the presentation room. Please refer to the venue floor plan which will be included in the Conference App that will be available in due course.

LOCATION OF POSTER DISPLAY AREA

Hardcopy posters will be displayed in the Southern Cross Lobby. The location of the posters will be displayed on the exhibition floor plan within the Conference app which will be released closer to the Conference.

A list of hardcopy posters and allocated poster board numbers will be advised to you once the program is released. For identification purposes, a poster board number will be provided to you onsite upon registration. Please ensure that your poster is displayed on the correct poster board. Please do not place your poster in an alternate location.

POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your name badge first so that you are able to gain access to the poster area.

Set-up of posters: From 0900, Sunday 24 October 2019

Removal of posters: After 1700, Saturday 26 October 2019

Any posters not removed by 1700 hours will be removed by the venue and discarded.

POSTER PREPARATION

The poster should be a visual presentation of your submitted abstract.

Posters should meet the following criteria:

TITLE

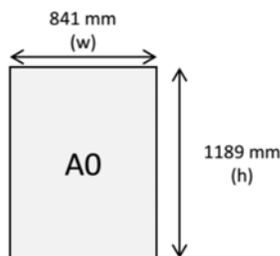
The title should reflect the content of your poster and match your abstract submission.

CONTACT INFORMATION

Names, organisations, telephone numbers, e-mail addresses and the affiliations of all co-authors should appear on the poster.

SIZE

The poster must be no larger than **portrait A0** (841mm × 1189mm) (2.7592ft x 3.9009ft).



LETTERING

The poster should be easily readable at a distance of two metres. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles. Recommended styles are:

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
TITLE	20-24 mm or 100 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the authors and the contact details for each author.
HEADINGS	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.

<p>CONTENT</p>	<p>24-28 point is suggested 32 point maximum Single spaced</p>	<p>Upper and Lower Case</p>	<p>The text should be brief throughout. Any description of methods should be simple and concise.</p>
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DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the poster.

LANGUAGE

Please note that the official Conference language is English. **All posters must be written in English.**

GENERAL ADVICE FOR FIRST TIME POSTER PRESENTERS

- The message that your poster contains should be clear and understandable without the requirement for oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging are found on the floor, the Conference Managers will remove any such items. If you wish to supply handouts you must hand these to delegates personally.
- After the title, the two most important panels are the Introduction and the Conclusion. Based on these two panels, a reader will decide whether to consider the poster details and perhaps talk to the author. These panels need to be very clear, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Any graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matt finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

Please note that a limited amount of velcro will be supplied for poster authors. If you will require a lot of velcro, we recommend bringing your own additional velcro to attach your poster to the poster boards – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.

**Thank you for your help in making the AusPATH Conference a success.
 For further details or assistance, please contact the Conference Managers.**

AusPATH Conference Managers
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