



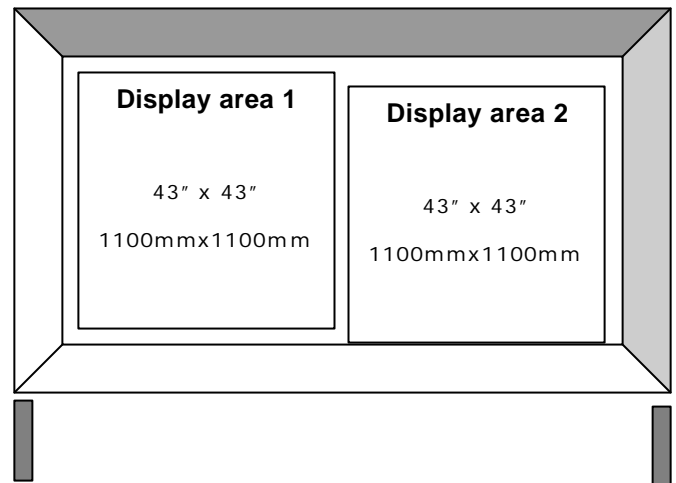
INFORMATION FOR POSTER PRESENTERS

Poster Panel Size

A display area on the panel of 43" x 43" (1100mm x 1100mm) will be allocated for each poster. **Please ensure that your poster does not exceed this size.**

Poster Panel Allocation

A numbered panel will be allocated for each poster (2 presenters per board). Please see the timetable below for when to put-up and take down your posters. **Please note it is essential that you remove your poster at the indicated time as other poster presenters need to put-up their posters.** Any posters remaining after the indicated time will be removed by the organisers who accept no responsibility for loss or damage.



Fixing

Posters can be fixed to the board with **VELCRO ONLY**. Please ensure that you bring sufficient fixing materials with you, however the Secretariat will have some fixing material available for your use at the conference.

Poster Viewing Sessions

It is intended there will be two dedicated poster sessions. Poster presenters should refer to the table below for the timing of the viewing sessions, as well as timings for putting up and taking down of posters from boards. Poster presenters should ensure that they stand by their posters during their allocated Poster Viewing Session. Please check for updates on arrival at the Registration Desk.

A numbered panel will be allocated for each poster. Poster presenters will be notified of their panel number and which Session they have been allocated by email in August, 2007.

<i>POSTER SESSION</i>	<i><u>POSTER SET-UP</u></i> <i>Posters to be affixed during the following period</i>	<i><u>Poster Viewing Session</u></i>	<i><u>POSTER REMOVAL</u></i> <i>Posters to be taken down during the following period</i>
SESSION 1	Sunday 2 September 7:00 – 8:00pm AND/OR Monday 3 September before first coffee break at 10:45am	<u>SESSION 1</u> Official Drinks Reception Monday 3 September 6.00pm – 7.30pm Access to posters also throughout Monday during refreshment & lunch breaks	immediately after poster session 1 Monday 3 September 7.30pm
SESSION 2	Tuesday 4 September 8:00 – 8:45am AND/OR before first coffee break at 10:30am	<u>SESSION 2</u> Official Drinks Reception Tuesday 4 September 6.00pm – 7.30pm Access to posters also throughout Tuesday during refreshment & lunch breaks	immediately after poster session 2 OR by Wednesday 5 September 11.00am LATEST

GENERAL GUIDELINES FOR POSTER PRODUCTION

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while the author is free to supplement or discuss particular points raised in inquiry. Presentations should be kept simple and clear and a mixture of text and graphics is recommended. Remember that the time spent at each poster is determined by the viewer, not the author, as in the case of slide presentations.

Poster Layout

Materials should be mounted on coloured poster paper or board. Use matt finish rather than glossy paper. Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving along it rather than by zig-zagging back and forth in front of it. An introduction should be placed at the upper left and a conclusion at the lower right.

Illustrations

Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

Text

Minimize narrative. Use large type in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase (all capitals) or boldface type.

Titles and Fonts

Titles and captions should be short and easy to read, in a sans serif font for preference. Use large lettering as this means a number of people can read the poster from a distance without overcrowding. Remember to caption your poster with the abstract title, authors names and affiliations.

An example of suitable text size and font type is illustrated over the page.

**Headings should be
a minimum of
50 point size**

Whereas, 25 point size is suitable for text