



## POSTER PRESENTATION GUIDELINES

### PRESENTER RESPONSIBILITIES

Poster presentation must be printed and prepared in advance. There are no facilities to print/prepare the poster at the conference venue.

Each presenter is responsible for setting up their own poster presentation and for removing it at the end of the conference. Presenters will be expected to be present their poster in person, at the allocated time and date.

### DISPLAY LOCATION

Please refer to the program for the location and time of poster presentation. Any changes to your poster reference position, will be updated in the program and at the registration desk at the conference.

### TIMETABLE

**Set-up:** Sunday 25 August, 2024 after 1.00pm / Monday 26 August before 8.00am

**Viewing:** Exhibition Hall – Date and time to be confirmed

**Dismantling:** Tuesday, 27 August, 2024 after 3.30 /Wednesday 28 August before 8.00am

### POSTER PRESENTATION SIZE

Posters should be presented vertically (portrait) in A0 size only (841 x 1189 mm)

Posters should not exceed the board area.

### EQUIPMENT PROVIDED REQUIRED

Fabric-covered board that is Velcro-compatible is provided. Presenters need to bring their own hook Velcro to mount the poster.

Posters should not be mounted on heavy backing material, as it sometimes proves difficult to mount on the poster board.

### PRESENTATION PURPOSE

One purpose of the poster presentation is to promote informal discussion. It is a graphic display of a written extended abstract. The poster presentation stands by itself as a summary of the research and usually contains an overview of research objectives, experimental methods, materials, results and a discussion. Posters optimise one-to-one communication and provide an opportunity to discuss mutual research interests on an informal basis.

The organisers of this Conference are committed to providing a high-calibre program and urge poster presenters to consider the preparation of their poster carefully. Presenters are encouraged to make full use of their available space.

Posters are not intended as a mechanism for advertising products or services. Posters consisting of commercial brochures describing products or services or that are not of appropriate quality may be rejected on-site.

## PRESENTATION HINTS AND SUGGESTIONS

All posters should include some variation on the following elements: title, authors, abstract, method and materials, results and conclusions. References should be included where appropriate. The inclusions of an introduction and acknowledgements are options. The abstract and any introduction should be different. Note especially that title banners will not be provided – authors must provide their own. The title banner should include the title, author(s) and affiliation(s).

An interested individual who is not necessarily familiar with your field of experience should be able to follow the poster. To ensure this:

- Organise the poster units in an orderly manner for a logical flow from top to bottom or left to right;
- Number of units in the order you want them viewed or use connecting lines to guide the reader as in a flow chart;
- Use headings and colour;
- Test your poster by laying it out and asking a colleague to critique it;
- Start the poster with a clear and concise objective;
- Have sections on experiments or research methods as appropriate and devote the main part of the poster to your results;
- Finish with a brief conclusion;
- Make liberal use of large photos, figures, tables, diagrams, maps etc. and;
- Do not attach typewritten sheets to the poster presentation, as it is impossible to read these from a distance.

Ideally, presenters should display a photograph of themselves at the top, right-hand corner. It is also good to display your mobile number and email address where you may be contacted.

## FONT STYLE AND SIZE

Font style is at the discretion of the authors, but title font size should be set at about 72pt; authors name (in a size of 42pt) and affiliation (in a size of 28pt); should be clearly spelt in full; all section headings (eg Abstract, Method, Results, Discussion, Conclusion etc.) should be of a size of 36pt; and, all text, including references and acknowledgements, should be sized at a minimum of 32 pt.

All tables, graphs and other figures, including photographs, should be clear and of sufficient size to enable the desired information to be extracted by the reader.