Poster Guidelines

Thank you for accepting our offer to present at the upcoming Australian Institute of Family Studies Conference, 11-14 June 2024 at the Melbourne Convention and Exhibition Centre, Melbourne.

Posters will be displayed prominently at the Conference venue as well as on the ePoster Virtual Platform

You are required to design and present the abstract you submitted in Poster format. It should be engaging and well thought out.

You will be allocated a 15-minute timeslot to present your Poster – this schedule is now available on the program.

The information below provides guidelines, recommendations, and tips on how to design your Poster.

Checklist & Dateline

Register and pay registration fee **Click here to register**	Friday 19 April 2024
Plan and create your poster	ongoing
Organise the printing of your poster (does not need to be laminated)	Prior to conference
Organise your Velcro dots or strips	Prior to conference
Hang your poster by 10am	Wednesday 12 June 2024

Registration

All presenters must be registered for the AIFS Conference. Early bird registrations close on Friday 19 April 2024. **Click here to register**

Creating your Poster

Specifications

Professionally printed, A0 size (841mm x 1189mm), minimum 200gsm, single side, <u>portrait format</u>

Set up - Day 1

- Please arrange to print your poster and bring it with you to the Conference.

- All posters must be up at the beginning of the day on Wednesday 12 June 2024. You may set them up from 8.00am in the Exhibition Area and we recommend that they are up by 10:00am at the latest in readiness for the first tea break.

- It is your responsibility to attach your poster to the display board. **Please bring Velcro to attach your poster to the display board.** No other fastening devices (example sticky tape) can be used.

- A poster title card will be at each poster board. Please look for yours and hang your poster in that place. Do not relocate your poster or card as the presentation schedule is based on these locations.

- You will present your poster, at your specified time at your poster location during the catering breaks. The schedule will be sent to you separately, there will be one onsite as well as on the conference app.

Removal of posters

Posters must be removed by 2:00pm (end of lunch) on Friday 14 June 2024

Posters that are not removed by 2:00pm will be disposed of. The organisers take no responsibility for posters that remain up after this time.

Arrival at the Conference

On arrival, please pick up your name badge from the Registration kiosks located in the Level 1 Foyer of the Melbourne Convention Centre.

Opening hours of registration kiosks are:

Wednesday 12 June 2024	8.00 am – 5.30 pm
Thursday 13 June 2024	8.00 am – 5.00 pm
Friday 14 June 2024	8.00 am – 4.00 pm

If for any reason you are delayed or unable to present on the day, please call Marketing and Event Manager on 0425 871 620, so the necessary adjustments may be made.

Creating your Poster

Title

- The title of the Poster must have the same title as in the submitted abstract as this is what will appear in the program.

- Include the name of the presenter(s) and the institution or organisation where the work was completed, if applicable.

Content

- The Poster should be prepared in English.

- Avoid long sentences and large blocks of text.

- The message should be clear and understandable without the requirement of oral explanation.

- Results should be presented as graphically as possible: avoid large tables of data if possible, rely on photographs, drawings and/or graphs.

- Use the space to attract your audience for discussion, not to present complex details.

- Avoid abbreviations, acronyms and jargon.

- Use single spacing.

- Have enough blank space – too much text without breaks is overwhelming.

- Use symbols and colour.

- Please ensure that you have permission to use all images used within your Poster.

Fonts

- Use **Sentence case** for general content as the use of ALL-CAPITAL text is difficult to read

- Avoid using a mixture of type/font styles.

- We recommend Tahoma, Calibri, Arial or Comic Sans

- The poster should easily be read from at least 1.2 to 1.8 metres away. Suggested font sizes are as follows:

  - Title 85 - 210 point
  - Author names: 56 point

  - Headings 36 point
  - Paragraphs: 24 point
  - Captions 18 point

- Avoid using contrasting colours that are opposite on the colour wheel (i.e., orange and purple or green and red) because these combinations contrast too much and are difficult to read.

  The following examples are colour tones that provide adequate visual contrast to enhance readability.

  Blue background and yellow or white text

  Black background and white text

  Dark green background and white text

  Yellow background and black text

  White, muted or pastel backgrounds and black text

Creating your Poster

Design tips

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

Your Poster should be thought out and visually appealing, with a balance of text, graphics and neutral space. Ensure it is clear and clean and avoid unnecessary clutter.

The movement of the eye through the presentation should be natural (down columns and along rows).

Insert photos or graphics, but do not insert too many images or images without a clearly linked explanation to the topic.

If you are inserting figures or graphs, a short heading and legends are essential

Submission

An email with details on how to upload your Poster will be sent to you in the lead up to the conference.

A PowerPoint template was emailed to you should you wish to use it. It is not compulsory, you may use your own design.

Publish and Broadcast Licence

By agreeing to present at the AIFS Conference 2024:

- I agree that the content of my presentation is my original work.
  If Third Party Material is used, I agree it does not and will not breach any existing Intellectual Property or a third party's Intellectual Property or Moral Rights.
- I consent to the use of my name, likeness, voice and biographical material about me for the purpose of publicity and promotion of current and future conferences.
- I consent to still photography, video and audio record to be taken of me during my presentation. I permit AIFS to disseminate these communications and my presentation slides as produced in any and all formats and all media whether now known or later devised throughout the world including being provided to delegates of current and future conferences.
- I will procure consent from my employer, for my employer's logo to be used on conference promotional material and presentation slides.
- I agree to indemnify and hold harmless AIFS, their employees and contractors against any claims arising out of my presentation, such as copyright infringement, defamation and misrepresentation.

If you would like to limit the use of your image or audio, please email aifs@thinkbusinessevents.com.au by Friday 07 June 2024.

For further information please contact:
Email: aifs@thinkbusinessevents.com.au
Phone: +61 3 9417 1350

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passionate about conferences