

ePoster 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.

e-Posters will be displayed on screens throughout the Conference venue as well as on the ePoster Virtual Platform.

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

Checklist & Dateline

Register and pay registration fee Click here to register	Friday 19 April 2024
Plan and create your ePoster	
Submit your poster – FINAL DATE	5.00pm Wednesday 5 June 2024
ePoster site goes live	Monday 10 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 ePoster

Specifications

- 1 slide only, **portrait** format, PowerPoint .pptx
- Dimensions – 1080px x 1536px | W - 38.1cm x H - 54.2cm
- Accepted File format - .pptx
- File size and type - 50MB maximum

Title

- The title of the slide must have the same title as in the submitted abstract and program.
- Include the name of the presenter(s) and the institution or organisation where the work was completed, if applicable

For further information please contact:

Email: aifs@thinkbusinessevents.com.au

Phone: +61 3 9417 1350

Creating your ePoster cont.

Content

- All presentations 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 margins around the edge of the slides and ensure that there is enough space between columns.
- Use symbols and colour.
- Please ensure that you have permission to use all images used within your presentation.

Fonts

- Use upper and lower case for general content as the use of ALL-CAPITAL text is difficult to read.
- Avoid using a mixture of type/font styles.
- Recommended font size 28pt or larger in a sans serif font such as Tahoma or Arial.

Design tips

- All ePosters should be a visual presentation of your submitted abstract.
- ePosters should be thought out and visually appealing, with a balance of text, graphics and neutral space.
- Make your ePoster clear and clean and avoid unnecessary clutter and special effects.
- 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

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Submission

An email with further submission details in the lead up to the conference, with details on how to upload your presentation. This email will come from Paperless Events.

A PPT template will be available to download if you do not have your own and will be available for download on the XXX

For any questions regarding your ePoster, please email aifs@paperlessevent.com.au

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 for 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

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.

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