

# POSTER PRESENTATION GUIDELINES

INAUGURAL CONFERENCE FOR  
OT AUSTRALIA NSW-ACT 2009  
Initiate | Participate | Achieve  
12-13 November, Sydney Convention & Exhibition Centre



Following your acceptance of the invitation to present your Poster at the OT AUSTRALIA NSW-ACT Conference, we are providing details of the Poster Program.

## GENERAL INFORMATION

All presenters need to visit the registration desk when they first arrive at the Conference to collect their name badge and other Conference materials. Your allocated poster number will be displayed on the Message Board near the Registration Desk.

## SET-UP OF POSTERS

Please bring your poster with you when you register. Ensure your poster is displayed prior to 10:30am in time for the first break of the conference.

It is your responsibility to attach your poster to the poster board. Special re-usable poster clips will also be available for purchase at a cost of AUD\$10 from the conference registration desk.

Alternatively please bring Velcro tape/Velcro dots to attach your poster to the display board. Drawing pins should not be used.

*There will be no Velcro available on site. Presenters are required to bring their own Velcro.*

## POSTER PRESENTATION TIME

A poster attendance card will be provided at each presenting author's poster board. There is space on the card to provide contact details should delegates wish to discuss your poster with you further. Providing your contact details is optional.

## POSTER CRITERIA

The poster should be a visual presentation of your submitted abstract. Posters should meet the following criteria:

### SIZE

- The poster must be no larger than **A0 size** (AO size is 841mm x 1189mm). Orientation of your poster must be in **portrait style**.

### TITLE

- The title should be the same as in the submitted abstract
- 20-24 mm or 100 point maximum
- Upper and Lower Case
- At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.

### HEADINGS

- 48 point is suggested - 60 point maximum
- Title Case Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.

## CONTENT 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 a mixture of type/font styles. 24-28 point 32 maximum
- Single spaced Upper and Lower Case
- The text should be brief throughout
- Any description of methods should be simple and concise.

## CONTENT

- The message that your poster contains should be clear and understandable without the requirement of 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 is found on the floor the Conference Managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your board.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data. Results should be in line with those originally submitted in your abstract.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matte 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.

## REMOVAL OF POSTERS

Posters must be removed immediately after sessions on Friday. The organisers take no responsibility for any posters that remain up after this time.

***Important! Please ensure that posters are removed by the specified time as posters not removed by the end of the teardown time will not be retained.***

For more information, please contact the **Conference Office: Think Business Events**  
Email: [otnswact@thinkbusinessevents.com.au](mailto:otnswact@thinkbusinessevents.com.au) Phone: (02) 8251 0045 Fax: (02) 8251 0097