APEN International Conference 2017

- Guidelines for Posters

Some delegates have requested, and others will be asked, to present their paper as a poster rather than an oral presentation.

Poster papers have equal status to oral presentations.

If you have questions about posters, please contact Roy on roy@agribizrde.com or 0427 212 079

If you need to mail your poster, pack it well and address it to Sandra Coco, PO Box 135, Ingham, 4850 well before the Conference

At the Conference

- Authors are to mount their posters on boards in Ballroom 3 at or before the commencement of the Conference. **Posters will be on display until the end of session on Thursday afternoon when they can be removed.** Mounting materials will be provided on Tuesday afternoon and early on Wednesday morning.
- **The main poster session with speaking opportunity will be on the Wednesday afternoon commencing at 13:15 and finishing at 14:30 in Ballroom 3.** Poster authors are asked to stand by their posters this time, but each person will get a 10 minute speaking/ interaction opportunity during this time. The time for your speaking opportunity will be advised before the session begins.
- Other opportunities to see if people are interested in your poster are during the morning and afternoon breaks on the Thursday.

Poster Preparation

- The recommended poster size is vertical A0 a maximum of 841mm wide x 1189 high.
- The poster should flow from top left to bottom right.
- The author's photo should be placed at the bottom of the poster if possible, so delegates can find authors to follow up on information. The logos of the author's organization and key supporters can be included – but not so large as to interfere with the main message.
- Do not crowd too much information into the poster – it is only a summary. Further information can be given in a 2-3 page paper. Keep the number of words to fewer than 250. Make sure the message is clear and simple.
- The poster should conclude with the Key Findings or learnings from the work, or these may be replaced with the Key Issues in the case of posters on proposals or 'possibilities'. No more than three.
- If organisations have corporate standards or templates for poster, presenters are welcome to use these standards rather than those outlined below.
- The poster title should appear across the top of the poster in a clear bold font (e.g. Arial 96 point bold face type).
- Below the title, the author(s) name, address and organization must appear as a separate block in a smaller font (e.g. 24 - 32 point Arial).
- The minimum size for lettering of headings and sub headings should be approximately 15 mm high (e.g. Arial font size 48 point bold typeface).
- All text should be easily read from a distance of about 3 metres. The size of letters in the body of the text should be at least 8 mm high (e.g. size 32 point font Arial) – so as to ensure ease of reading for all. Use 1.5 lines of space between each line of text.
- Text in lower (and upper) case letters is more readable than all capitals.
- Use simple tables, graphs or other figures to show trends and comparisons. Captions for figures or tables should clearly explain the data. Avoid complicated tables or graphs.
- Use abbreviations and acronyms sparingly, and use simple terms and language.
- Use contrasting colours where appropriate in charts, graphs and diagrams.
- Avoid lettering in red on green, for the sake of partially colour-blind participants.
- Photographs can illustrate important points and add to the visual impact.