## 2015 APEN Conference, Adelaide, 10 – 12 November

# Guidelines for Posters

Authors are to mount their posters on boards at or before the commencement of the Conference. Posters will be on display throughout the Conference, but can be removed at lunchtime or the afternoon powerbreak on the final day. Mounting materials will be provided on Tuesday afternoon and early on Wednesday morning.

There will be three poster sessions: during the morning and afternoon powerbreaks on day one and during the morning powerbreak on day two. Poster authors are asked to stand by their posters during one of these sessions, as indicated.

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 poster title should appear across the top of the poster in a clear bold font  
(eg. Arial 96 point bold face type).

Below the title, the author(s) name, address and organisation 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.

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 organisation 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. Keep the number of words to fewer than 250. Make sure the message is clear and simple.

The poster should conclude with up to **Three Key Learnings** from the work, or these may be replaced with **Three Key Issues** in the case of posters on proposals or ‘possibilities’.

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.