

ASID GRAM NEGATIVE 'SUPERBUGS' MEETING

2-3 AUGUST 2013
GOLD COAST – AUSTRALIA

GUIDELINES FOR PREPARING AND PRESENTING POSTERS

Each display board will be identified by a number so that you are able to find the board corresponding to your poster. If you have any questions on the day please make your way to the registration desk.

Poster Set Up Times (by presenter):

Friday 02 August 2013, 7.00am – 9.00am

All posters are to remain in place for the duration of the Gram Negative "Superbugs" Meeting.

Poster Take Down Time (by presenter):

Saturday 03 August 2013, 2.45pm – 3.15pm

Please note: The Conference Secretariat is not responsible for any poster material set up or poster material left at the conference. The set up and take down of the displays is solely the responsibility of the presenter. Limited poster tube storage will be available onsite.

Poster Session Viewing Times:

Poster presenters are requested to be present beside their poster during the catering breaks (morning tea and afternoon tea) where possible in order to speak with delegates about their work. These times are indicated below and will be advertised in the published program.

Friday 02 August 2013

| | |
|---------------|-------------------|
| Morning Tea | 10.00am – 10.30am |
| Afternoon Tea | 3.00pm – 3.30pm |

Saturday 03 August 2013

| | |
|---------------|-------------------|
| Morning Tea | 10.15am – 10.45am |
| Afternoon Tea | 2.45pm – 3.15pm |

PDF of Posters

Posters are required to be emailed to gramnegative@asid.net.au by **Friday 19 July 2013** for inclusion on the conference website.

This will assist with delegates planning their conference schedules and provide delegates with an overview of your poster during and after the conference.

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Would you please ensure that you follow the guidelines below:

- Posters will be displayed according to the poster number and floor plan published in the Conference Program and Handbook.
- Posters will be displayed on a free standing landscape board, poster presenters will be provided with half a panel for their display. The poster dimensions should be a maximum of **850mm wide x 1100mm high (PORTRAIT)**. The boards are made of a material to which velcro tape or pins can adhere. Limited tape will be provided.
- This year the conference organisers will be supplying plastic sleeves on all poster boards we encourage you to print off some A4 handouts of your poster and place them in the sleeve for delegates to take.
- Presenters are asked to be in attendance at their poster during the poster viewing times shown to answer questions and discuss aspects of your research. You are also encouraged to advertise on your poster other times when you are available to discuss your work. Contact details during and after the Conference should also be included.
- In preparing your poster, you should not attempt to detail your entire research history. Present only enough data to support conclusions or to explain the point(s) you wish to make. Data should be kept to a minimum in favour of diagrams and photographs. Aim to put across a simple message in an eye-catching manner.
- All posters must carry a title. If a short title different from the published full title is used, the latter should be included as a subtitle in smaller type.
- All text lettering should be large enough to be legible at a distance of 1.5m. Lettering used for titles should be 24 point size minimum (Times New Roman or Arial are good fonts to use).
- Large type from a word processor, photo-enlarged typing, stencilling, rub-down letters (eg, Letraset) are recommended for text and captions. Freehand lettering is not recommended except for last minute alterations. All text must be in English.
- Photographs and diagrams should be large enough to be read at a distance of 1.5m.

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How to prepare your poster for maximum impact

Preparing your poster content:

- Determine whether you want your research or program evidence to effect changes to policy and practice
- Focus your content on what you want as the take home message
- Keep abbreviations and acronyms to a minimum
- Compulsory content
 - author's name/s
 - author's organisation/s
 - organisation's logo/s
 - contact details (website, email, phone, postal)
 - poster publication date
- The title included in the abstract must be shown on the poster. This could be used as a sub-title with a briefer main title. The title needs to accurately reflect the content of the poster and capture attention. Write the title in Title Case not capitals.
- Keep all text (headings and body text) to a minimum. Posters are often viewed during conference breaks or during busy sessions so viewers don't have much time to read a lot. 'Chunk' text into digestible-bites using small paragraphs, bullet lists, or text boxes. Bullet lists do not always need the 'ands' and 'the's'.
- Determine any additional points about your work that you would like to convey if questions are asked. Determine when the recommended times are to stand by your poster, noting particularly any dedicated poster sessions.

Guidelines on the presentation design:

- Ensure you check the poster dimensions advised by the conference secretariat
- Ensure the text is as big as possible.
- Recommended sizes: Title: 72 pt; Headings: 48-60 pt; Body text: 24-48 pt. Sans-serif fonts (without the bits on the ends) are clearer to read from a distance.
- Provide a plastic sleeve with A4 copies of your poster or more information for delegates to take and consider your work post-conference. Include your email address if you wish to.
- Determine ways of maximising the impact of your poster
- A great poster catches your eye and is:
 - Clear and simple
 - Easy to read
 - Organised with a logical flow
 - Relevant to viewers in its content
 - Taking advantage of the visual medium
 - Providing viewers with 1 or 2 main messages.