Guidelines For Preparing and Presenting Posters

Each display will be identified by a number, so you are able to find the correct position for your poster.

You will be sent an email 2 weeks prior to the conference to notify you of your poster number and set up / pack up times. The poster number will correspond to the poster board that your presentation has been allocated to.

Poster Dimensions
Portrait Orientation only
maximum size A0 (841 mm wide x 1189 mm high)

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. If assistance is required, please visit the registration desk.

Poster Viewing Times
Poster presenters are requested to be present beside their poster during the catering breaks (morning tea, lunch & afternoon tea) on their allocated day, advised in early August, to speak with delegates about their work. Please refer to the online program; please note the program is subject to change.

Digital Poster (.pdf)
Posters are to be uploaded to the presentation portal before the deadline of **11:59pm (CET) Sunday 20 September 2026 .** Please see your acceptance notification for a personalised link to this portal.

The file supplied must be a .PDF file.
Your file must be named following the below format.

- For Posters and Poster Tours:
  - Surname Firstname_Poster
  - *e.g. Brown Sarah_Poster.pdf*

At the Conference

- Posters will be displayed according to the poster number and floor plan published in the Conference Program. You will be provided with your poster number 2 weeks prior to the conference.
- Posters will be displayed on a free-standing vertical board; poster presenters will be provided with half a panel for their display. The poster dimensions should be a **maximum size of A0 (841 mm wide x 1189 mm high) (Portrait Orientation only).**
- **You will be provided with adhesive velcro dots and adhesive tape**. Any other materials you will need to hang your poster are to be provided by you (such as blue tac). Please note that the materials used must not damage or leave marks on the poster boards. **We suggest not printing your poster on cloth or other similar material, as this is too heavy for the boards and your poster will fall down.**
- The conference organisers will be supplying an A4 plastic sleeves, we encourage you to print some A4 handouts of your poster and place them in the sleeve for delegates to take. Please see the

registration desk if you would like an A4 sleeve.

- Presenters are asked to be in attendance alongside their poster during the poster viewing times advised in their email to answer questions and discuss aspects of your research. Presenters are also encouraged to advertise their availability to discuss their work at other times on their poster. 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, and rub-down letters (e.g. 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.