Information for Poster Presenters

INTRODUCTION

The Congress Committee would like to thank you for presenting at the upcoming Australasian Diabetes Congress at the International Convention Centre in Sydney. These guidelines aim to provide you with some assistance in planning for your presentation.

CHECKLIST

Details	By When
Register and pay registration fee	22 July 2019
Organise the printing of your poster	If using SNAP Printing the deadline is 12 August 2019
Hang Poster	Between 8:00am and 10:30am Wednesday 21 August 2019
Remove Poster	By 2:30pm Friday 23 August 2019

REGISTRATION

All poster presenters must register, pay the applicable registration fees and be able to present at the congress or organise a replacement in order to remain in the program. Poster presenters who fail to pay registration fees risk being removed from the program at the discretion of the program committee.

There is no reduced registration fee for poster presenters. Please visit the congress website at http://www.diabetescongress.com.au/registration to register.
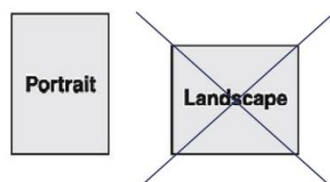
STANDARD POSTER SPECIFICATIONS

All posters should be a visual presentation of your submitted abstract. Posters must meet the following criteria:

Dimensions

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

SET UP

Please arrange to print your poster and bring it with you to the conference or arrange for our recommended printer (SNAP Printing see details on next page) to print and deliver on your behalf.

All posters must be put up between 8:00am and 10:30am on the first day, Wednesday 21 August 2019.

When you arrive at the congress, you will be allocated a poster number.

It is your responsibility to attach your poster to the display board, marked with your poster number. Special re-usable poster clips will be available for purchase at a cost of AUD$10 from the registration desk. These can be purchased with cash only.

There will be no Velcro available onsite, so we recommend that you bring your own.

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

REMOVAL OF POSTERS

Posters must be removed on Friday 23 August by 2:30pm. Those that are not removed will be discarded. Please note that the organisers take no responsibility for any posters.

POSTER SESSION

Delegates that were accepted for a poster presentation in the ADS Basic & Clinical poster presentations are required to stand by their poster on Wednesday 21 August during the Welcome Reception to present and answer and questions. Presentations will be in 5-minute slots – 3 minutes to summaries research and 2 minutes to answer any questions.

Delegates that were accepted for a poster presentation in the ADEA poster presentations are required to stand by their poster on Wednesday 21 August or Thursday 22 August from 2:00PM - 3:00PM to answer any questions. Presentations will be in 5-minute slots – 3 minutes to summaries research and 2 minutes to answer any questions.

You may also note on the poster card provided other times you will be available at your poster to answer questions to delegates.

RECOMMENDED POSTER PRINTER

For poster presenters who wish to have their posters printed prior to the commencement of the conference, **SNAP Printing** can provide this service for a fee of:

AU$70 per AO poster 160gsm stock
AU$140 per AO poster 160gsm stock (laminated)

Please note the above prices are a rough guide and exclude GST. You will need to collect your poster from Snap Printing yourself and bring with you to the ICC Sydney.

To assist SNAP, we request that you submit your artwork no later than 3:00pm Monday 12 August 2019.

Instructions:
1. Ensure your poster is in AO Portrait format
2. Save your artwork in high resolution pdf with 3mm bleed and trim marks prior to submitting
3. Submit your artwork to SNAP at sydcastlereagh@snap.com.au
4. Once you have submitted your artwork Snap Castlereagh Street will confirm your order via email and provide appropriate payment details.

POSTER PROGRAM

The poster program will be made available on the website. Please review and ensure all details are correct including name and presentation title. If there are any changes, please advise us by **2 August 2019** to adc@thinkbusinessevents.com.au

All poster presenters will need to visit the registration desk when they first arrive at the congress to collect their name badge and other congress materials. Your allocated poster number will be displayed on the poster boards in the exhibition.

Please ensure that your poster is displayed on the correct numbered poster board. Do not place your poster in an alternate location.

TIPS FOR PREPARING YOUR POSTER

Designing the Poster
Posters can be designed using computer programs such as PowerPoint™, Corel Draw, or Adobe Illustrator. Professional designers deem that text of more than 950 words is too much to put on your poster.

Given the distractions that occur while reading posters, the poster should not contain large blocks of text. Neither should the poster contain long sentences. If possible, the sections should rely on images: photographs, drawings and graphs. Posters should be well laid out, professional and visually appealing, with a balance of text, graphics and neutral space. Poster made up of multiple pages will <u>not</u> be accepted.

Fonts
We recommend sans serif fonts to enhance readability (ones without the little stalks on the end). Ex:

<div align="center">

tahoma arial comic sans

</div>

Suggested font sizes are as follows: title 85 - 210 point; author names: 56 point; headings 36 point; paragraphs: 24 point; captions 18 point.

The poster should easily be read from at least 1.2 to 1.8 meters away.

Designing the Poster
Avoid using contrasting colours that are opposite on the colour wheel (i.e. orange and purple or green and red) because these combinations contrast too much and are difficult to read.

The following examples are colour tones that provide adequate visual contrast to enhance readability:

Blue background and yellow or white text
Black background and white text
Dark green background and white text
Yellow background and black text
White, muted or pastel backgrounds and black text

Spacing and Images

Have enough blank space; too much text without breaks is overwhelming.

Use a minimum of 2cm margins around the edge of the poster and ensure that there is at least 8-10 cm space between columns.

Insert photos or graphics, but do not insert too many images, or images without a clearly linked explanation to the topic.

TRAVEL VISAS

If travelling internationally please visit the Australian Government website to review the Visa requirements – Department of Immigration and Border Protection.

If any entry visa is required, please allow sufficient time for the application procedure. We recommend that you allow at least twelve weeks prior to the start of the conference. This process may take longer in certain countries so we therefore suggest that you contact your nearest Australian Embassy or Consulate to determine the appropriate timing of your application. We also recommend that you register and pay to attend the conference and present the confirmation documents when applying for a visa.

ON CONGRESS DAY

VENUE
When: 21 – 23 August 2019   (20 August 2019 - Roche Educators Day)
Venue: International Convention Centre
Address: 14 Darling Drive, Sydney NSW 2000
Website: https://www.iccsydney.com.au/

REGISTRATION & NAME BADGES
Registration Desk: The Registration Desk will be located on the Ground Floor of the ICC Sydney. An information desk will also be located on level 4,

On arrival at the congress, please collect your badge and other materials for the registration desk on the ground floor. Friendly staff will be on hand during opening hours to answer your questions and provide information about the congress, venue and surrounds.

FURTHER INFORMATION
If you require any further information about registration, program or venue please contact the Congress Office or visit the website www.diabetescongress.com.au

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