

Places and Spaces

Teaching Matters 2014 - Guidelines for Poster presentations

The first point to consider is that a poster is a visual representation of your submitted abstract. By visual representation we mean – use colour, use pictures, be innovative – be CREATIVE!

While the ideas listed below are useful guides for developing your poster, please don't feel limited to the general style of 'introduction, content and conclusion'. If you can think of better ways to present information that still illustrates your work clearly and concisely, you are encouraged to do so. However, be aware that the poster **MUST** adhere to the size and profile guidelines.

Poster Proposal (submitted for printing in the conference program)

The proposal is an abbreviated, accurate representation of the poster and it should summarise the essential information of the poster.

Requirements for Poster proposals:

- No more than 250 words, including references. We strongly encourage authors to avoid the use of citations and references as this could take valuable space in the abstract.
- It should address at least one of the conference sub-themes.
- It should **NOT** include tables, diagrams and graphics, as these cannot be included in RegOnline submissions.

Abstract submissions for Showcase presentations are exclusively online through RegOnline.

Review

Poster Proposals will be evaluated by the Teaching Matters 2014 Organising Committee and will be reviewed against the criteria of originality, quality, relevance and standard of writing/presentation.

Poster Formatting Guide

Title: the title should be the same as in the submitted poster proposal. Author name(s), School or Centre should also be displayed on the poster.

Size and Profile: The poster must be no less than **A1** and no larger than **A0 size** (AO size is 841mm x 1189mm). Orientation of your poster may be in portrait or landscape format.

Lettering: The poster should be easily readable at a distance of two metres. Use upper and lower case (normal text) for general content as the use of all-capital text is difficult to read. Avoid using a mixture of type/font styles.

Headings: 48 to 60 point font size is recommended for headings.

Content:

- 24 to 32 font size single spaced is recommended. The text should be concise and easy to read.
- The messages illustrated by your poster should be clear and understandable without the requirement of oral explanation. If relevant, methods should be presented simply and concisely.

- Results should be presented graphically if possible. Avoid large tables of data. Results should be in line with those originally submitted in your abstract.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. If using graphs, they should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

Displays and further information

Posters will be available for viewing for the duration of the conference. As time is limited, exhibitors are requested to make themselves available at some time over the lunch and tea breaks for discussion. It is the responsibility of the poster presenters to collect their posters at the end of the conference.

The following websites provide some useful information on preparing effective posters for conference presentation:

http://hgso.curtin.edu.au/pdf/Poster_Presentation_Conference_Guidelines_2008.pdf

http://www.phcris.org.au/infobytes/poster_presentations.php