

Presentation Guidelines

Poster Guidelines

Authors preparing posters are asked to observe the following guidelines:

- Posters should be prepared to standard AO size - which is 841mm wide x 1189mm deep.
- We recommend you affix male Velcro to your posters, in readiness for mounting.

Poster presenters are asked to make themselves known to the conference registration desk on Sunday evening (2 November), and make their posters available to the conference organisers. We would like to have as many posters up on Monday as possible, to make the posters visible when the conference sessions start on Tuesday

Guidelines for Powerpoint™ Presentations

- PowerPoint data projection facilities will be available for oral presentations. There is no provision for 35mm slide projection. If you require an overhead projector you need to make a special request one week prior to the conference.
- Ensure you bring a copy of your presentation on CD or USB memory stick (thumb drive) to the Conference.
- PowerPoint presentations must be loaded onto the conference computer before commencement of sessions each morning. Laptops will not be permitted.
- Presenters are responsible for checking with the audiovisual technician that their presentation is loaded prior to their session. We suggest you allow time to test run your presentation.

Suggestions for preparing PowerPoint presentations

1. Keep it clear and simple! Fancy animation and backgrounds are distracting for the audience.
2. Use a large, clear font, eg. Arial or Comic Sans. Titles should be in a minimum of 30 point font. Text in dot points should be 20 - 22 point font. Do not use less than 20 point font.
3. Have no more than six (6) words per line, and no more than six (6) lines per slide. Use brief summaries of key points only.
4. Use dark colours (black, blue, green, red) on a light background, or light colours on a dark background.

5. Text should be in sentence case, not all in capitals. This makes it much easier to read.
6. Limit the number of slides. Five or six slides should be plenty for a ten (10) minute presentation.
7. Have a title slide with acknowledgements.
8. Embedded photos may be used to illustrate your talk. Images should be no larger than 72 dpi jpg format. Do not drag in large images from other programs.
9. Complex graphs and tables are difficult to comprehend. It is better to summarise the key points as text and refer them to the graphs and tables in your paper.
10. We encourage you to include your organisations logo on the title page of your presentation and on the bottom right hand side of slides. We also encourage the use of a 'Thank you' slide for display during question time after the presentation.