



## POSTER PRESENTATION ADVICE

In order to communicate your ideas from your abstract effectively, please take the time to read the following instructions prior to preparing your poster.

### REGISTRATION DETAILS

All poster presenters are required to register for the Conference by Wednesday 29 April 2009. To register please visit [www.geomorphology2009.com](http://www.geomorphology2009.com) and complete the online 'Author Registration'. To access your registration please use your personal access key as shown on your acceptance letter.

### CONFERENCE CHECK IN

Once you arrive at the new Melbourne Convention and Exhibition Centre, South Wharf Melbourne. You will need to register at the registration desk to collect their name badge and Conference materials. The registration desk will be located in the Level 1 Foyer of the Melbourne Convention and Exhibition Centre.

### LOCATION

All poster boards will be located in the **Level 1 Foyer of the Melbourne Convention and Exhibition Centre**. A poster board number for identification purposes will be supplied with your registration materials. Please ensure that your poster is displayed on the correct poster board. *Do not* place your poster in an alternate location.

### POSTER PRESENTATION TIME

During poster sessions (Monday – Wednesday and Friday – Saturday 1230 - 1400), authors of posters are encouraged to stand next to their poster to answer questions from delegates.

### PREPARATION OF POSTERS

Posters should be a visual presentation of your submitted abstract.

Posters should meet the following criteria:

#### TITLE

The title should be the same as indicated in the original abstract.

#### CONTACT INFORMATION

Name, telephone number, e-mail address and website of all authors should appear on the poster.

#### SIZE

Posters must be no larger than **1 metre wide x 1 metre high (39.4 x 39.4 inches)**. Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Conference. It is therefore necessary that the poster adheres to the specified measurements.

#### LETTERING

The poster should be easily readable at a distance of two metres.

## RECOMMENDATIONS OF FONT SIZE

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
<b>TITLE</b>	20-24 mm or 100 point maximum	Title Case / <b>Bold</b>	At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.
<b>HEADINGS</b>	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
<b>CONTENT</b>	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.

## GENERAL ADVICE FOR THOSE WHO HAVE NOT PREVIOUSLY PRESENTED A POSTER

- The message that your poster conveys should be clear and understandable without the need for oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor the Conference Managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your poster board with velcro.

**Velcro dots will be supplied to attach your poster to the poster board. Pins securing posters are not effective as the poster boards are covered in a felt material.**

*We wish authors all the best with their presentation. For further details or assistance please contact the Conference Managers.*