



# INFORMATION FOR POSTER PRESENTERS

## CONFERENCE OFFICE

Think Business Events  
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## INTRODUCTION

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The Conference Committee thanks you for presenting at the upcoming Asia Pacific Autism Conference, 7 – 9 September 2017 at the International Convention Centre (ICC) Sydney.

This Information for Standard Poster Presenters document aims to provide you with some assistance and guidance on planning for your presentation.

## CHECKLIST

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What?	By When
Register and pay registration fee	Monday 7 August 2017
Organise the printing of your poster	Prior to conference

## REGISTRATION

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All poster presenters must register, pay the applicable registration fees and be able to present at the conference 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 go to the registration page on the conference website at <http://www.apac17.org.au/registration.php> to register.

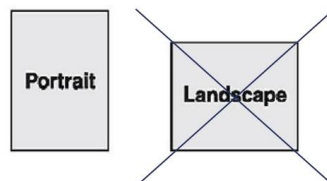
## STANDARD POSTER SPECIFICATIONS

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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 below) to print and deliver on your behalf.

All posters must be up prior to the commencement of the first day program and will be on display for the duration of the conference.

**You can hang your poster on Wednesday 6 September, between 1600 and 1700, or by 1000 on Thursday 7 September 2017.**

When you arrive at the conference, 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.

*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 Saturday 9 September by 5pm. Those that are not removed will be discarded. Please note that the organisers take no responsibility for any posters.

## POSTER SESSION

Delegates will be encouraged to view the Posters during the **Welcome Reception** on Thursday, 7 September 2017 from 5.30pm to 6.30pm. It is recommended that you are available alongside your poster at this time to answer any questions from delegates. You may also note on the poster card provided other times you will be available at your poster to answer questions.

## RECOMMENDED POSTER PRINTER

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

AU\$78 per AO poster

AU\$133 per AO poster (laminated)

Please note that this fee **includes delivery to the conference venue.**

To assist SNAP, we request that you submit your artwork no later than Wednesday 30 August 2017

## Instructions:

1. Ensure your poster is in AO Portrait format
2. Save your artwork in high resolution pdf format prior to submitting
3. Submit your artwork via email (up to 20MB) to SNAP at: [info@snapclarenc.com](mailto:info@snapclarenc.com)
4. In the email to SNAP please include “**APAC 2017 Poster**” in the subject line.
5. Once you have submitted your artwork, SNAP Printing will confirm your order via email and provide appropriate payment details.

## POSTER PROGRAM

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The poster program has been sent to you as a separate attachment. Please review to check your name, organisation, presentation title are all correct. If there are any changes, please advise by **Monday 7 August 2017** to [gregs@thinkbusinessevents.com.au](mailto:gregs@thinkbusinessevents.com.au)

All poster presenters will need to visit the registration desk when they first arrive at the conference to collect their name badge and other conference materials. You will also be advised of your poster number when you register. Your allocated poster number will be displayed on the message board near the registration desk.

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 any 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, professionally and visually appealing, with a balance of text, graphics and neutral space.

Poster made up of multiple pages will not be accepted.

## **Fonts**

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

**tahoma arial comic sans**

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 metres away.

## **Colours**

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:



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## **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.

## ON CONFERENCE DAY

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### VENUE

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**When:** 7 – 9 September 2017

**Venue:** International Convention Centre (ICC) Sydney

**Address:** 14 Darling Drive, Sydney NSW 2009

**Website:** [www.iccsydney.com.au](http://www.iccsydney.com.au)

### REGISTRATION & NAME BADGES

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**Registration Desk:** The Registration Desk will be located on the Ground Floor of the International Convention Centre (ICC) Sydney, Eastern Foyer.

**Opening Hours:**

Wednesday, 6 September 2017	0800 - 1700
Thursday, 7 September 2017	0730 - 1830
Friday, 8 September 2017	0800 - 1700
Saturday, 9 September	0800 - 1600

On arrival at the conference, please collect your badge and other materials at the Registration Desk. Friendly staff will be on hand during opening hours indicated above, to answer your questions and provide information about the conference, venue and surrounds.

## FURTHER INFORMATION

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If you require any further information about registration, program or venue, please contact the Conference Office.

**Think Business Events,**

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