



## Introduction

Thank you for accepting our offer to present a poster at the upcoming Australian Institute of Family Studies Conference, 25-27 July 2018 at the Melbourne Convention and Exhibition Centre, Melbourne.

This presenter information pack aims to assist and guide you in planning for your poster presentation.

## Conference registration

All poster presenters must register for the AIFS 2018 Conference. Early bird registrations close 14 May 2018. If you have not already registered, this can be done online at <https://aifconference2018.com.au/>

## What is a poster presentation?

A poster is a graphic presentation of the author's research by using graphs, photos, diagrams, and a small amount of text.

All posters will be on display for the duration of the conference. Poster presenters will also be allocated a time to be stationed near their poster for questions and answers.

The posters will contribute professionally valuable information and provide a strong visual impact to the conference program.

## Poster location

Posters will be located on Level 1 of the Melbourne Convention and Exhibition Centre, adjacent to concurrent session rooms and communal areas for morning/afternoon tea and lunch. This will provide the ideal set-up for viewing posters and allows space and time for discussion between presenters and delegates.

## Presentation time

Poster presentations take place during lunch breaks on each day of the conference. During your allocated time, you are expected to be near your poster to be able to answer questions and discuss the content with delegates.

You may also use a poster attendance card to note specific times when you will be available at your poster board, either during breaks or during concurrent sessions. These cards are provided at each presenting author's poster board.

There will also be space on the card for you to provide contact details, should delegates wish to discuss your poster with you further. Providing your contact details is optional.



## Poster specifications

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

### Dimensions

Posters must be in portrait format and A1 size – 594mm wide x 841mm high.

Please note: posters that do not meet these dimensions may not be displayed.

### Title

- At the top of the poster please include the title, authors and author affiliation
- The title should be the same as in the submitted abstract
- Text size should be 48-60 point (less for authors and affiliation — 100 point maximum)
- **Do not** use ALL UPPER CASE TEXT — it is difficult to read

### Headings

- Text size should be 48 point — 60 point maximum
- Headings such as “Introduction”, “Method”, “Results”, “Discussion” and “Conclusions” are useful

### Content

- The poster should be readable at a distance of two metres
- The text should be brief throughout
- Any description of methods should be simple and concise
- Text size should be 24 to 28 point — 32 point maximum
- **Do not** use ALL UPPER CASE TEXT — it is difficult to read
- Text should be single-spaced
- Avoid using a mixture of type/font styles

### Designing the poster

Posters can be designed using computer programs such as PowerPoint™, Corel Draw, or Adobe InDesign.

The poster must be:

- A1 size;
- printed on a single page; and
- vertical (portrait) in orientation.

Posters made up of multiple pages will not be accepted.

### Colours

- White text on a dark background may be used but only sparingly, e.g. For a heading
- White, muted, or pastel backgrounds and black text are the only acceptable option

### 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.



## Organisation

Define different sections clearly. Use headings of reasonable size (larger than the text) to identify the start of each major section. Use coloured backgrounds to delineate sections.

Consider what your poster will look like 'at a glance'.

## Elements of the poster

Readers of the poster should not have to spend more than 5 minutes on the text of the poster. No audio-visual equipment is permitted for poster presentations. Do not use props to display information, instead, take a photo of the item and print that onto your poster.

Depending on your content/type of poster the following elements could be used:

**Background or literature review:** This section should be one to two paragraphs in length. It may include a brief literature review, background information, or reason for completing the research.

**Objectives:** The objectives of the research should be clearly and succinctly written, and may be in point form and stated as a purpose, hypothesis, research question, or research objective.

**Methods or approach:** This section includes the study design, participants, instrument(s), and procedures for recruitment, data collection and data analysis.

**Results:** This section should be the majority of the poster. Although it is one of the shorter portions of a written paper, it is one the major portion of a well-designed poster. It should include main findings and report factual data in enough detail to support conclusions drawn.

**Tables, figures and graphics:** Tables and/or figures will have greater visual appeal if they are in colour. They should be labelled or have a note explanation at the bottom of the table or figure. Ensure that signed consent is completed when taking a photo of patients, clients, family members, students, or anyone else in the photo.

**Discussion:** This section should include interpretations of the results

**Conclusion:** This section should include a summary of findings and implications. It should include future research areas and practice implications.

**Acknowledgements and references:** You must acknowledge all sources of information. Keep reference lists to a minimum (can be in smaller font).

## Handouts

If you wish to provide materials for delegates at the conference you need to bring these with you, as there will be limited photocopying facilities at the conference.

Handouts can be very useful. Please note however, that these cannot be placed on the floor for safety reasons. If handouts or poster packaging are found on the floor, the Conference Managers will remove them. If you wish to supply handouts in your absence then you must provide a holder that can be attached to your board.

## Set-up and removal of posters

Your poster number will be allocated to your poster closer to event. You will be able to find your allocated poster number on the program tab of the website. Please note that the number allocated to your poster presentation will be on the corresponding poster board in the poster display area.

**Set up:** All presenters are encouraged to have their posters set-up by 10.00am on Wednesday 25 July 2018.



**AIFS 2018**  
**CONFERENCE**  
25-27 July 2018

What matters most to  
**families** in the 21st century

**Removal:** Posters must be removed between 4.00pm and 4.30pm on the final day of the conference (or they may be disposed of).

**Adhesive material:** Posters will be displayed on Velcro compatible panels. It is your responsibility to attach your poster to the poster board. Please bring Velcro tape/Velcro dots to attach your poster to the display board. Drawing pins should not be used. There will be no Velcro available on site.

Kind regards,

Jenna Halcro-Dirks

Project Assistant

MCI Australia

P: 07 3858 5577

E: [program@aifsconference2018.com.au](mailto:program@aifsconference2018.com.au)