



**VOTA 2007 Conference**  
**28 - 30 November 2007**  
**The Sebel Albert Park**  
**MELBOURNE, AUSTRALIA**  
[www.vota.org.au](http://www.vota.org.au)

## POSTER PRESENTATION GUIDELINES

To communicate the key messages from your abstract effectively, please take the time to read the following guidelines when creating your poster.

### PRESENTER CHECKLIST

- Register for Conference
- Poster prepared to correct dimensions
- Velcro to secure posters to poster board

### REGISTRATION DETAILS

All presenters are required to register and pay to attend the Conference. To register please visit [www.vota.org.au](http://www.vota.org.au) and complete the delegate registration form, if you have not already done so.

### GENERAL INFORMATION

All presenters will need to register at the registration desk when they first arrive at the Conference to collect their name badge, satchel and details of poster exhibition.

### LOCATION

Poster boards will be located in Grand Waldorf 7 of The Sebel Albert Park. A poster board with a number for identification purposes will be provided upon registration. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location.

### POSTER PRESENTATION TIME

All authors are encouraged to be near their posters during at least one of the break times.

### POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your badge first – this is in order to gain access to the Symposium areas.

Set-up of posters – Wednesday 28 November 8.00am onwards

Removal of posters – Friday 30 November after 4:00pm

### PREPARATION OF POSTERS

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

#### TITLE

The title should be the same as in the submitted abstract.

#### CONTACT INFORMATION

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

#### SIZE

The poster must be no larger than **1 metre wide x 1 metre in height (40 x 40 inches)**.

## LETTERING

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

## ABSTRACT (Optional)

The abstract is an abbreviated, accurate representation of the poster. It should be no more than 250 words and summarise the essential information of the poster. Including an abstract with your poster is optional.

## DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

## RECOMMENDATIONS

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 contact details for the corresponding author
<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 contains should be clear and understandable without the requirement of 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 Symposium managers will remove it. If you wish to supply handouts you must provide a holder that can be attached to your board.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.
- 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. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matt finish on photographs gives better visibility. 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.

**Please note that Velcro is required to attach your poster to the board – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.**

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

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