



22nd International Geophysical Conference & Exhibition
26 - 29 February 2012
Brisbane Convention & Exhibition Centre
Queensland, Australia

POSTER PRESENTATION GUIDELINES

The 22nd International Geophysical Conference and Exhibition Conference Organising Committee welcome your contribution to the ASEG 2012 Scientific Program.

In order to ensure your post presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to read these guidelines.

PRESENTER CHECKLIST

- Poster prepared to correct dimensions
- Velcro to secure posters to poster board
- Speaker biography completed and sent to Conference Managers
- Registration completed www.aseg2012.com.au/registration.asp

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for the Conference. To register please visit Conference website, www.aseg2012.com.au and complete the delegate registration form.

Onsite at the Conference

Presenters will need to register at the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

If you have any queries regarding the program or your poster presentation, please visit the Registration Desk located in the Ground Floor Foyer of the Brisbane Convention and Exhibition Centre. The desk will operate during the following times:

Sunday 26 February 2012 1700 - 1900
Monday 27 February 2012..... 0700 - 1700
Tuesday 28 February 2012..... 0730 – 1700
Wednesday 29 February 2012 0730 – 1500

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located in the Exhibition area, Hall 1 Brisbane Convention & Exhibition Centre. A poster board with a number for identification purposes will be provided onsite 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

Each presenting author of a poster will be given a poster attendance card upon registration. This card is designed to be displayed in conjunction with your poster and should list the times the presenting author is available to discuss the poster with Conference delegates. All presenting authors are also encouraged to be near their posters during break times. Poster viewing will occur during the catering breaks.

POSTER SET-UP/REMOVAL TIMES

Posters can be set up from 1700 on Sunday 26 February 2012. They must be removed by 1600 on Wednesday 29 February 2012. Any posters remaining after this time may be disposed of by the venue.

PREPARATION OF HARD COPY POSTERS

The poster should be a visual presentation of your submitted extended abstract.

Posters should meet the following criteria:

TITLE - The title should be the same as in the final abstract.

CONTACT INFORMATION - Name, complete mailing address, telephone number, e-mail address for all authors should appear on the poster.

SIZE - The poster must be no larger than **portrait A0** (width 841mm x height 1189mm / 33.11in x 46.81in).

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.

RECOMMENDATIONS

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
TITLE	20-24 mm or 100 point maximum	Title Case / Bold	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.
HEADINGS	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussion" and "Conclusion" are useful.
CONTENT	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.

LANGUAGE

Please note that the official Conference language is English. **All presentations must be displayed in English.**

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 are found on the floor the Conference Managers will remove it. However if you wish to supply handouts you must provide a holder that can be attached to your poster 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.

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Thank you for your help in making the 22nd International Geophysical Conference & Exhibition a success.