



Think BIG
in SYDNEY
Dietitians Association of Australia
2018 National Conference
16-19 May 2018

GUIDELINES FOR POSTER PRESENTATIONS

The **DAA 2018 Conference Scientific and Social Program Committee** welcomes your contribution to the 2018 Conference. In order to help your presentation run smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

IMPORTANT: All poster presentations are automatically allocated a poster board within the Pyrmont Theatre Foyer for their hard copy poster. In addition, you have the option to upload your Poster electronically through eOrganiser and the poster will be available on the DAA Conference 2018 Mobile App.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register for the Conference. To register please visit complete the online delegate registration form at <http://daa2018.com.au/registration/>.

Onsite at the Conference

As a poster presenter you will need to check-in at the registration desk when you first arrive at the Conference to collect your 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 **Pyrmont Theatre Foyer, located on Level 2 of the International Convention Centre, Sydney (ICC Sydney)**. The desk will operate during the following times:

Wednesday 16 May 2018.....1500 – 1800

Please note the Registration Desk will be located on the Ground Floor of the Convention Centre (ICC Sydney) on Wednesday.

Thursday 17 May 2018..... 0630 – 1830

Friday 18 May 2018 0630 – 1800

Saturday 19 May 2018 0700 – 1330

POSTER GALLERY

Poster boards will be located in the Pyrmont Theatre Foyer, Level 2 of ICC Sydney. For identification purposes a poster board number will be provided when you check-in. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location. Posters will be displayed in themes identified by the Scientific and Social Program Committee.

POSTER PRESENTATION TIME

Posters will be displayed daily. Authors are encouraged to stand by their posters during refreshment breaks and liaise with delegates browsing the poster area. All authors are expected to be at their posters during the first morning tea break on Thursday.

POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your name badge first so you are able to gain access to the poster area.

Set up of posters – From 1000 on Thursday 17 May 2018.

Removal of posters – After 1100 on Saturday 19 May 2018, all posters must be removed by 1300.

POSTER AWARDS

Please note if you nominated your abstract for consideration for an award, please check your poster at morning tea on Saturday 19 May 2018 for any certificates that may have been issued. Please arrange to have someone pick up any certificates in your place if you are going to be absent on Saturday morning.

POSTER PREPARATION

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

TITLE

The title should reflect the content of your poster and match your abstract submission.

CONTACT INFORMATION

Name, organisation, telephone number, e-mail address and of the corresponding author and the affiliations of all co-authors should appear on the poster.

SIZE

The poster must be no larger than **portrait A0** (841mm × 1189mm) (2.7592ft x 3.9009ft).

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.

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 contact details for the corresponding author.
HEADINGS	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" 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.

DIGITAL POSTER PREPARATION

DAA invites you to upload a Digital Poster for the DAA Conference 2018. The Digital Posters will be available for viewing on the Conference Mobile App.

Digital Posters are created as PowerPoint presentations and uploaded into the ePresenter™ system. This system converts your poster presentation into an interactive format for viewing on hand-held devices. Delegates can access ePresenter™ through the mobile app to:

- Browse, search and visualize other authors' Digital Posters on their own devices.
- Contact authors via ePresenter™ to arrange private presentations or to make comments.
- Download your Digital Posters at your discretion (you may nominate this when uploading your poster via the online system).

BENEFITS OF SUBMITTING A DIGITAL POSTER

- You can track statistics on the number of views and downloads (if you allow this option) your Digital Posters receives.
- Your poster can be easily searched via the DAA Conference 2018 Mobile App.
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish.
- Delegates can download your Digital Posters in PDF format (if you allow them to do so)

Digital Posters must be submitted using the template available for download on the Digital Posters submission page. You can also download a template [here](#).

When creating your Digital Poster, please follow these guidelines:

- All Digital Posters must be submitted in either **.ppt** or **.pptx** format.
- Formats from Microsoft Office 2010 and 2013 will be supported.
- You are limited to a maximum of 4 slides within your Digital Posters, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements).
- All Digital Posters must be submitted using the provided template and in 16:9 portrait orientation.
- JPEG or PNG is the preferred file format for inserted images. **Please be mindful of any copyright issues of photos used when creating your poster.**
- Submitted poster file in .ppt or .pptx format must not be larger than 50MB.
- Font – Arial, Verdana, Tahoma and Times New Roman are recommended.
- Font size – headings should be between 30 – 40 points and content 14 – 20 points.

UPLOADING YOUR DIGITAL POSTER:

This is done via the online portal at <https://daa2018-c10000.eorganiser.com.au/index.php?r=site/login>. Please refer to the Digital Posters Upload Instructions document attached to your acceptance email for more information on how to upload your Digital Posters.

The deadline for uploading a Digital Posters is **Friday 11 May 2018**.

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged.

GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- 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.
- 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. **Please be mindful of any copyright issues of photos used when creating your poster.**
- A matte 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.
- 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 hand these to delegates personally.

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

Thank you for your help in making the Dietitians Association of Australia 35th National Conference 2018 a success. For further details or assistance, please contact the Conference Managers.

Dietitians Association of Australia – 35th National Conference Managers

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