



11TH AUSTRALASIAN ORNITHOLOGICAL CONFERENCE

8-10 FEBRUARY
AUCKLAND 2022



Poster Design & Submission Guide

How to design and submit your Poster

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Designing Your Poster

Document Type

Please submit your poster as a **PDF** document. Document size is limited to **15MB** per file.

We recommend that your e-poster is **1page** only, **A4** size and **horizontal** (landscape) orientation.

Selecting a Font

- Sans serif fonts such as **Arial** or **Helvetica** are commonly used for the **title** and **headings**.
- Fonts such as **Times** or **Calibri** are commonly used for the text.
- Use easy to read professional fonts and select no more than two or three different, yet complimentary fonts.

General Size Guidelines:

- **18 - 20pt** for the **title/header**
- **14 - 16pt** for the **sub titles/headers**
- **12 - 14pt** for the **body text**



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Naming Convention

The names of uploaded documents will be visible in the poster gallery. **Please follow the file naming protocol below:**

Paper number. Presenter Surname - Initial of First Name - e-poster - Abstract Title

EXAMPLE

1. Smith J - e-poster - Falls Prevention in Aged Residential Care

Poster Design Tips

1. A poster is a unique form of communication and should be designed accordingly. It should not be laid out like a scientific paper (Introduction, Methods, Results etc.). Good posters **minimise text and clutter**. They avoid complex colour combinations and jargon. **Visual presentation of methods and results are encouraged**, e.g., a photograph of field methods or sampling location, a flow diagram of methods and analysis, graphs of relationships. Details of methods, results, related literature, acknowledgements, institutional logos, should be secondary (or left for readers to ask the author).
2. The **key message** should be immediately obvious within 5 seconds by stating it in the title and/or near the top of the poster. This communicates what the poster about and determines whether the readers will read further. The rest of the poster then shows the evidence to support the key message.
3. The presenting authors contact details and affiliation should be provided.
4. The poster will be displayed on readers laptops, computer screens, and perhaps mobile phones. Thus generally **'landscape'** is preferred over 'portrait' shape.
5. Posters may be prepared using PowerPoint, Word, InDesign or other software but must be submitted as a **PDF**.
6. You may include the conference logo on your poster if you wish.



Submitting your Poster

Once you have created Poster, you will need to submit the PDF version via the Submission Portal. This will allow us to list your poster in the Poster Gallery on the Virtual Conference Platform.

1. Sign-in to the **Submission Portal** and go into the **View/Edit Submissions** Tab.



2. Select **Edit** next to **E-Poster**.

Title	Status	Document
TEST ABSTRACT	02b. Abstract Accepted - Poster	<input checked="" type="checkbox"/> Abstract Upload <input type="checkbox"/> Poster <input type="button" value="View"/> <input type="button" value="Edit"/>

3. A pop-up box will appear. Select **Browse** and find the location on your computer where you have saved the PDF version of your E-Poster. Select **Update**.

A pop-up window titled "Poster" with a close button (X) in the top right corner. The window contains the following text and elements:

- Instruction: "Upload your poster as an A4, horizontal/landscape pdf."
- Deadline: "Posters must be submitted by 17 December 2021."
- Link: "Visit our website for more information."
- Form: A label "Poster" followed by an empty text input field and a blue "Browse ..." button with a folder icon.
- Buttons: "Update" and "Cancel" buttons at the bottom left.



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Your Presentation

The poster you have submitted will be available throughout the conference in the Poster Gallery.

During the dedicated poster session, delegates will browse the poster gallery. If they're interested in a particular poster, they'll select to join the presentation queue. You, as the presenter, will be able to control who from the queue can join your presentation and when. When you're ready, you let in people from the queue and can begin presenting.

Presenting includes the ability to be **heard via your microphone**, **seen via your camera** and you can **share your screen** (if you have a PowerPoint for example). Delegates in your poster presentation will be able to **chat with you via microphone** and they can also type questions in a **Q&A function**.

Further guidelines will be posted on our website and emailed to you closer to the conference.