E-Poster Information

What is a Poster Presentation?

A poster presentation is a method of presenting data and research on a particular topic. It is an alternative to oral presentations.

Requirements for E-Posters

All E-Posters should be saved as one of the following formats: PowerPoint 2003 or 2007 version, a PDF or a Word 2003 or 2007 file. The document should be created and saved in landscape orientation. There are no requirements for length as it is an electronically saved file.

Important note:

- Posters prepared in PowerPoint should be prepared in 4:3 format
- Platform presentations will be prepared in a 16:9 format
- Please do not include hyperlinks or anything else where the viewer needs to click through.

Posters must be submitted to the Conference Secretariat, Veronica Dullens at email program@enviroconvention.com.au or if they are too large to send via email please call Veronica on 0400 449 100 for advice on how to send it. **Posters *must* be submitted to the Conference Secretariat by Friday 22 August 2014**. Any posters received after this date *will not* be added to the E-Posters presented during the exhibition.

If you are displaying an e-poster you must be registered to attend at least one day of the conference. There is a discounted registration rate for speakers. For more information on rates or to register please contact the ENVIRO Secretariat at registration@enviroconvention.com.au or phone 1300 651 026.

Viewing the E-Posters

E-posters will be located in the trade exhibition area and available for viewing on Thursday 18 September from 9:00am to 5:00pm and Friday 19 September from 9:00am to 2:00pm.

Some Useful Tips for Creating a PowerPoint E-Poster

1. **Keep the wording clear and simple:**

   • Abbreviate your message, don't use complete sentences and outline the thought to provide a memory trigger.

   • Try to follow and remember the Rule of 7. Create up to seven words across, seven lines down. Don't hesitate to continue the same title on the next slide with more information.

   • Use only two (2) font styles per slide. A typical design might be to use Times-Roman for your titles and Arial for the text below.

   • Upper and lower case lettering is more readable than all capital letters. Current styles indicate that using all capital letters means you are shouting.

   • In bullet point lines, capitalise the first word and no other words unless they normally appear capped.

2. **Keep the design consistent and appealing to the eye:**

   • Use colours sparingly; two to three at most and be consistent from slide to slide, for example, use one colour for all of your titles, another for the text body, etc.

   • Light backgrounds work, however, white can be too bright depending on competing light levels in the room. Light browns and blues work well also. Lettering should be black, dark blue, dark purple or dark green.

   • Dark backgrounds work, too, the most effective background colours are blue, turquoise, purple, magenta, teal, etc. Lettering in this case should be white, yellow, cyan, pink and lighter versions of most other colours.

   • Don't use red in any fonts or backgrounds. It is an emotionally overwhelming colour that is difficult to see and read.

   • Graduated backgrounds are more interesting than plain ones.

   • Textured backgrounds can add style to your presentation; however, simple, light textured backgrounds also work well. Complicated textures make the content hard to read.

   • Graphics, illustrations, cartoons, artwork and photographs will bring another dimension to your poster.

- The graphics used should help clarify ideas, emphasise key points, show relationships, and provide the visual information needed to understand your message.
- A note about photographs: when importing pictures, be sure they are no larger than 2 megabytes and are in a .jpg format. Larger files can slow down your poster presention.

3. **Keep graphs, charts and diagrams simple, if possible.**

- Use bar graphs and pie charts instead of tables of data
- Place labels outside pie charts.
- Simplify scales on the X- and Y-axis.

Your goal is to design a presentation that delivers your message clearly, efficiently and in an interesting manner.