
POSTER PRESENTATION GUIDELINES (Hardcopy only)

The Australasian Exploration Geoscience Conference Organising Committee welcomes your contribution to the AEGC 2023 Conference. Please take the time to **read these guidelines ahead of time** to ensure your poster adheres to the correct specifications.

Registration Details

Prior to the Conference

All presenters are required to register and pay for the Conference. If you have not yet registered, please visit <https://2023.aegc.com.au/registration/> and complete the registration form.

Onsite at the Conference

Presenters must visit the registration desk located in the Great Hall Registration Desk of the Brisbane Conference and Exhibition Centre (BCEC) when first arriving at the Conference, to collect your name badge and allocated poster board number.

If you have any queries regarding the program or your presentation, please visit the registration desk which will operate during the following times:

Monday 13 March 2023 0730 - 1730
Tuesday 14 March 2023 0730 - 1830
Wednesday 15 March 2023 0700 - 1730
Thursday 16 March 2023 0730 - 1730
Friday 17 March 2023 0730 - 1730
Saturday 18 March 2023 0730 - 1530

Location of Poster Display Area

Poster boards will be located in the Exhibition Hall in BCEC.

For identification purposes, a poster board number will be provided to you onsite upon registration. Please ensure that your poster is displayed on the correct poster board. **Do not place your poster in an alternate location as it may be removed and disposed of.** Posters will be displayed in themes identified by the Technical Program Committee.

Poster Presentation Time

Posters will be separated into themes, with each theme being allocated a lunch break. Authors are encouraged to stand by their posters during Happy Hour and liaise with delegates browsing the poster area.

There are dedicated poster viewing times allocated in the program during both Happy Hours and they are from 1700 – 1800 from Wednesday 15 March to Thursday 16 March 2023.

Poster Set-up / Removal Times

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

We highly encourage your poster to be set up on Wednesday for display during Opening Ceremony.

Set-up of posters: Wednesday 15 March 2023 From 0730 - 1530

Removal of posters: Friday 17 March 2023 From 1530 - 1700

Please note that if your poster is not removed by the specified time, the Conference Managers or the venue will dispose of the poster.

Poster Awards

The announcement of award recipients will take place during the closing of the Conference on Friday 17 March 2023 from 1500 in the Plenary M3 & M4 room.

Poster Preparation

Posters should be a visual presentation of your submitted abstract and should meet the following criteria:

- **Title**
The title should be the same as indicated in the original abstract.
- **Contact Information**
Name of all authors and their organisation should appear on the poster.
- **Size**
Posters must be no larger than **850mm wide x 2000mm high (33.46 x 78.74 inches)**. Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Conference. It is therefore essential that the poster adheres to the specified measurements.
- **Lettering**
The poster should be easily readable at a distance of two (2) metres.

Recommendations of Font Size

Type of Text	Character Size	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 author(s) and their organisation(s).
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.

Declaration of Interest

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

Language

Please note that the official Conference language is English. **All posters must be made in English.**

General Advice for first time Presenters

- The message that your poster contains should be clear and understandable without a requirement for 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 Conference Managers will remove it. If you wish to supply handouts you must hand these to delegates personally or provide a holder that can be attached to your poster board with Velcro.
- 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.
- 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.
- We strongly recommend you do not use fabric posters, as these do not adhere well to the display boards.

Velcro dots will be supplied when you register to attach your poster to the poster board. Pins securing posters are not effective as the poster boards are covered in a felt material.

If you require further assistance, please contact the Conference Managers at:

Email: aegc@arinex.com.au **Phone:** +61 7 3226 2800

Thank you for your help in making the Australasian Exploration Geoscience Conference a success!