



INSTRUCTIONS/GUIDELINES FOR POSTER PRESENTATIONS

All posters will be located in Hall FGH of the [Adelaide Conference Centre](#)

Please refer to the [Technical Program](#) on the conference website for your assigned date, time and poster number. We recommend that you search this document by the first few words of your paper title. The poster floor plan, with the exact location of your poster, will be sent prior to the Conference.

SET-UP TIMES:

Sunday, 2 November	17:00 - 19:00
Monday, 3 November	10:45 - 13:50

ALL posters are to be set-up by 13:50 on Monday and remain up **during the entire Conference**. This will give additional time for attendees to view posters during breaks and before the Conference sessions. Although the posters will be displayed for the duration of the Conference, you will only be required to stand in front of your poster on your designated date and time. It is important for you to stay by your poster for the whole session to give as many delegates as possible the chance to discuss your work with you.

DATE AND TIME OF POSTER SESSIONS:

Poster Session 1	Monday, 3 November	15:00 - 17:00
Poster Session 2	Tuesday, 4 November	14:40 - 16:40
Poster Session 3	Wednesday, 5 November	14:55 - 16:55

On your assigned day, please plan to spend the entire session at your poster for questions and discussion.

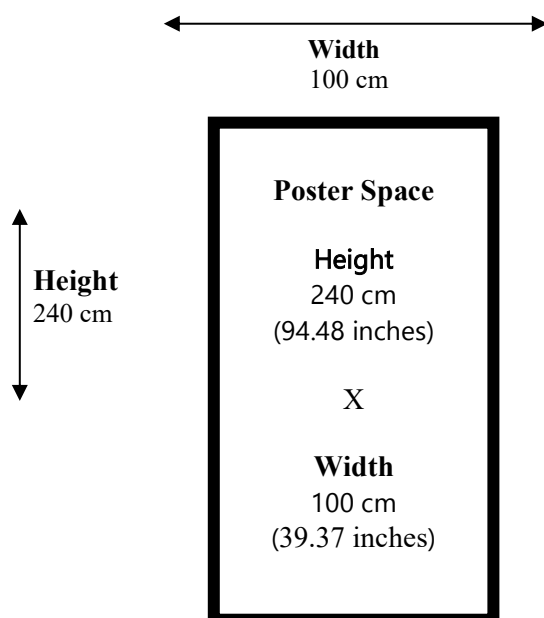
TAKE DOWN:

Thursday, 17 October	08:00 - 11:15
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All posters must be removed by 11:15 on Thursday and you are responsible for your poster. All posters left after 11:15 will be discarded, so please remove your poster promptly.

POSTER PREPARATION

- Please use poster paper **ONLY** to prepare your poster.
- It is recommended that you **do not** laminate your poster. The lamination is too thick and once the poster is rolled it holds that form and wants to roll back up. The sticky material that will be provided to attach your poster to the wall will not be strong enough and the poster will ‘pop’ off the board.
- It is also recommended that you **do not** print your poster on fabric, as the silky fabric will not adhere to the sticky material that will be provided to attach your poster to the wall.
- The actual space where you may place your poster is:
 - 242 cm high (95.27”) x 97 cm wide (38.19”)
 - Your poster **CANNOT** be larger than this. It may be smaller, if you wish.
- We suggest that you create your poster in the A0 standard size (118.9 cm high x 84.1 cm wide).
- Poster Diagram - Please note that diagram is not to scale.



Example of Poster Boards



EFFECTIVE POSTER PRESENTATIONS

- When planning a poster presentation, it is useful to keep in mind the advantages of a poster over a podium presentation. Posters are available for viewing throughout the meeting and interested viewers have scheduled time for discussion, not just a few minutes.
- The title of your paper should appear at the top of your poster in CAPITAL letters. The size of the characters should be at least 1" (2.5 cm) high. Below the title, place the authors' names and affiliations.
- It is important that you remember that the audience viewing your poster and listening to your presentation will be 6 feet (2 meters) from your poster. Please double-check your poster from 6 feet (2 meters) to ensure good readability.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- Please be advised that audio-visual equipment will not be provided for poster presentations. You may bring your own laptop computer and run it off your battery (power will NOT be available). If you require a table, please send an email request to: bkriebs@pmmiconferences.com. Tables are limited and will be assigned on a first come, first served basis.
- The flow of your poster should be from the top left to the bottom right.
- Make your poster as self-explanatory as possible, so that you will have time for in-depth technical discussions.
- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.
- If you would like to add the conference logo to your presentation, it may be found on the author overview page of the conference [website](#).

POSTER PRINTING IN ADELAIDE

If you are looking for a company to print your poster in Adelaide, Australia please follow the link below to be connected to the order page of Campus Color. They will print and deliver your poster to the Adelaide Convention Centre. The deadline to order a poster is **Wednesday, 29 October**.

You will need your **Poster Number** from the [technical program](#).

All posters ordered via this link will be set-up by one of our team members.

Please read all the instructions carefully. Once you submit your order, please make sure you receive a reply, within 3 days, confirming your order was received. It is your responsibility to confirm your order was received and will be delivered.

\$79.95 GST per poster

Price is in Australian dollars and includes delivery to the Convention Center.

All orders must be received by Wednesday, 29 October.

STEPS:

1. Create your poster in A0 standard size (118.9 cm high x 84.1 cm wide) with a 0.635-centimeter border around all sides.
2. Create your poster file in PDF format with high resolution.
3. All files need to be saved as a Print ready PDF. If layers are involved, it needs to be flattened.
4. Your PDF file should be labeled with your Poster Number and family name.
Example: A999.M - Kriebs.pdf
5. Please follow this link: <https://www.campuscolor.com.au/upload-files>. It will take you to the Campus Color file upload page. An example of how to properly fill out the online form is on the next page. All pink circled areas need to be completed exactly as shown.
6. Next, click on “Submit & Upload File”. You will then attach your poster PDF file and upload.
7. You will receive an email from Campus Color with instructions on how to make the payment with your credit card. Posters will not be printed until credit card details are received.

Note: Files larger than 100mb

If your poster is larger than 100mb, you will need to send it using a platform like Drop Box or One Drive.

- Complete all steps above and upload the attached “TEMPORARY FILE FOR PLACEMENT ONLY.pdf” file
- Email link to: ccprint@campuscolor.com.au
- Include your Job Name when emailing your download link.
- Make sure that the delivery platform you use is accessible to anyone

If you have any questions regarding sending your file, contact ccprint@campuscolor.com.au for assistance.

Name: *	Bonnie Kriebs	} Your Information
Organisation: (if applicable)	PMMI Conferences	
Email Address: *	bkriebs@pmmiconferences.com	
Phone Number: * (all digits, no spaces)	6192329499	
Preferred Contact Method: *	<input type="radio"/> Phone <input checked="" type="radio"/> Email	} Your Poster # and Family Name
Job Name: * (for reference)	MicroTAS A999.M - Kriebs	
Quote Required: *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Trimmed Size: *	A0 (1189x841mm) <input type="button" value="v"/>	
	OR	
Custom Size: *	<input type="text"/> mm (width) x <input type="text"/> mm (height)	
Stock Weight: *	Medium 120-200g <input type="button" value="v"/>	
Stock Type: *	160g photo bond (A2-A0 only) <input type="button" value="v"/>	
Colour Format: *	<input checked="" type="radio"/> Full Colour <input type="radio"/> Black & White	
Single / Double-Sided: *	<input checked="" type="radio"/> Single-Sided <input type="radio"/> Double-Sided	
Number of Copies: *	1 <input type="button" value="v"/>	NB Business card minimum of 250 with further increments of 250
Finishing Options:	<input type="text"/>	Leave Blank
Date Required: * (preferred)	31/10/2025 <input type="button" value="v"/>	
Notes:	<input type="text"/>	
Submit & Upload File		