



Poster Preparation

Posters for display at the Interpreter Trainers' Workshop (ITW) or the ASLIA National Conference (ANC) must be in A2 format. The dimensions for this are: 420 x 594 mm (16.5 x 23.4 inches).

The title of your poster should appear at the top in large letters. The **minimum** recommended font size for poster titles should be **36 point**. Depending on how much text you have and the space available for a title, you may go up to **60 point** font for a title. Below the title you should put the author name(s) and affiliation(s).

People will not read a lot of text, and certainly won't read standard journal-sized text. Try to use an easy-to-read font (Arial, Helvetica or Times New Roman) and keep the font size of important points / headings to **24 - 40 point** if possible. The smallest text on your poster should be at least **18 point**, with the exception of any footnotes or picture captions etc.

Studies show that text written in all capital letters is hard to follow; it is better to use bold print than all caps, though you must then make those those bold-type statements stand out from the rest of your text.

Carefully and completely prepare your poster in advance of the conference. Try tacking up the poster before you leave for the event to see what it will look like when standing 1.5 – 2 metres back from it.

The flow of your poster should be from the top left to the bottom right. Your poster can be printed vertically or horizontally in A2 depending on your preferences and your needs.

We encourage you to use colour for highlighting and to make your poster more attractive. Use pictures, diagrams, cartoons, figures, etc., rather than text wherever possible. Use of colour in your graphics will also enhance your poster.

Try to state your main results / key points in large lettering. This allows people to read the focus of the poster from a distance.

Your poster should cover the key points of your research work, or the essential information you want to impress upon conference delegates. It need not attempt to include all the details; you can describe them to people who are interested when they stop by the poster, or you can have an A4 version of the poster as a handout, or other brochures, materials or artefacts to handout which support your poster. The ideal poster is designed to attract attention, provide a brief overview of your points, and initiate discussion.

Printing of your poster will need to be arranged in advance of the conference and is at your personal expense. There will be no printing facilities for this purpose at the conference.

Please bring your poster in person to the ITW by 8.30am on Wednesday 19 August 2009; and /or to the ANC by 4.30pm on Friday 21 August 2009. If it is not possible to be there at that time, please arrange for your poster to be delivered to someone else to bring to the conference and put it up by the fore-mentioned deadlines.

If you are only attending or presenting at one forum, you are still welcome to display your poster at the other event. You can display a poster even if unable to be present at either the ITW or the ANC. The poster will most likely be viewed by delegates during break times, however it will remain up during the duration of the whole event.

Pins and / or blue tac will be provided by event organisers for your use.

Timely collection of your poster and any additional materials at the end of the session at the ITW and at the ANC is your responsibility. If you want to have your poster displayed at both events, it is your responsibility to collect and move the poster after the ITW concludes.

Please note, ASLIA National and ASLIA Victoria accept no responsibility for loss or damage to posters displayed at the ITW or at the ANC.

Information herein adapted in part from http://www.ieee-icc.org/paper_sub_guide.html

Useful links to assist poster preparation:

http://miu.med.unsw.edu.au/sci_posters.htm

<http://www.acm.org/crossroads/xrds3-2/posters.html>

http://www.kumc.edu/SAH/OTEd/jradel/Poster_Presentations/PstrStart.html