

Poster Guidelines

INTRODUCTION

The Conference Committee thanks you for accepting the invitation to present at the upcoming Australian Association for Research in Education on 26 November - 30 November 2023 at The University of Melbourne, Victoria.

CHECKLIST

Item	Due Date
Register and pay registration fees	Prior to the Conference
Upload poster to eposter portal	Friday 3 November – 5pm
Organise the printing of your poster	If using SNAP Printing the deadline is Monday 13 November 2023
Hang Poster	Between 8:00am and 9:00am on Monday 27 November
Remove Poster	By 1:30pm Thursday 30 November

REGISTRATION

All poster presenters must have registered and paid the applicable registration fees to be able to present at the Conference (or have a co-author present) in order to remain in the program. Poster presenters who fail to pay registration fees risk being removed from the program at the discretion of the Program Committee. There is no reduced registration fee for presenters.

Please go to the Registration page on the Conference [website](#) to register if you haven't already done so.

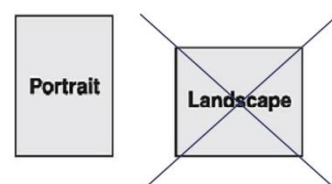
ABOUT YOUR POSTER

All posters should be a visual presentation of your submitted abstract. Posters must meet the following criteria:

Dimensions

The poster must be A0 size (841 x 1189 mm).

Orientation of your poster **MUST** be in **portrait style**.



SET UP

Please arrange to print your poster and bring it with you to the conference or arrange for our recommended printer (SNAP Printing see details on next page) to print on your behalf.

All posters must be put up between 8:00am and 9:00am on the first day, Monday 27 November 2023. When you arrive at the conference, you will be allocated a poster number.

It is your responsibility to attach your poster to the display board, marked with your poster number with Velcro tabs. There will be no Velcro available onsite, so we recommend that you bring your own. No pins should be used to attach your poster.

A poster attendance card will be provided at each presenting author's poster board with space on the card to provide contact details should delegates wish to discuss your poster with you further. Providing your contact details is optional.

REMOVAL OF POSTERS

Posters must be removed on Thursday 30 November by 1:30pm. Those that are not removed will be discarded. Please note that the organisers take no responsibility for any posters.

POSTER DISCUSSIONS

Poster discussions will be on Tuesday 28 November at 11am in the exhibition area. Please make yourself available by your poster at this time to answer any questions.

RECOMMENDED POSTER PRINTER

For poster presenters who wish to have their posters printed prior to the commencement of the conference, **SNAP Printing** can provide this service for a fee of:

AU\$66 per AO poster 200gsm stock
AU\$99 per AO poster 200gsm stock (laminated)

To assist SNAP, we request that you submit your artwork no later than 5pm Monday 13 November 2023.

Instructions:

1. Ensure your poster is in A0 Portrait format
2. Save your artwork in high resolution pdf with 3mm bleed and trim marks prior to submitting
3. Submit your artwork via email to SNAP at marketing@snap.com.au

- Once you have submitted your artwork Snap Printing South Melbourne will confirm your order via email and provide appropriate payment details.

UPLOADING YOUR EPOSTER

You will need to upload your ePoster in PDF format using the X-CD Portal. Save your ePoster as a PDF file. Please note the system will automatically re-name your file based on your submission 1D#.

Instructions:

- Login to the Abstract Submission System (X-CD) <https://www.xcdsystem.com/aare/member>
- Enter your email address and password under the “Returning User” heading. If you have forgotten your password, click the “Reset Password” text located below the login button.
- Once logged in, click the button labeled Upload E-Poster
- Then click the blue “Upload File” button, where you will be directed to select your file.



- Once uploaded your file will display under the Existing Media Files area.

Please note other areas of the X-CD system are locked for editing.

ePosters must be received by 11:59PM AEST, Friday 3 November 2023.

POSTER PROGRAM

The poster program will be made available on the website. Please review and ensure all details are correct including name and presentation title. If there are any changes, please advise us by 18 November 2023 at

aare@thinkbusinessevents.com.au

All poster presenters will need to visit the registration desk when they first arrive at the conference to collect their name badge and other conferences materials. You will also be advised of your poster number when you register. Your allocated poster number will be displayed on the message board near the registration desk.

Please ensure that your poster is displayed on the correct numbered poster board. Do not place your poster in an alternate location.

TIPS FOR PREPARING YOUR POSTER

DESIGNING YOUR POSTER

Posters can be designed using computer programs such as PowerPoint™, Corel Draw, or Adobe Illustrator. Professional designers deem that text of more than 950 words is too much to put on your poster.

Given the distractions that occur while reading posters, the poster should not contain large blocks of text. Neither should the poster contain long sentences. If possible, the sections should rely on images: photographs, drawings and graphs. Posters should be well laid out, professional and visually appealing, with a balance of text, graphics and neutral space. Poster made up of multiple pages will not be accepted.

FONTS

We recommend sans serif fonts to enhance readability (ones without the little stalks on the end). Ex:

tahoma arial comic sans

Suggested font sizes are as follows: title 85 - 210 point; author names: 56 point; headings 36 point; paragraphs: 24 point; captions 18 point.

The poster should easily be read from at least 1.2 to 1.8 metres away

COLOURS

Avoid using contrasting colours that are opposite on the colour wheel (i.e. orange and purple or green and red) because these combinations contrast too much and are difficult to read.

The following examples are colour tones that provide adequate visual contrast to enhance readability:



SPACING AND IMAGES

Have enough blank space; too much text without breaks is overwhelming.

Use a minimum of 2cm margins around the edge of the poster and ensure that there is at least 8-10 cm space between columns.

Insert photos or graphics, but do not insert too many images, or images without a clearly linked explanation to the topic.

TRAVEL VISAS

If travelling internationally please visit the Australian Government website to review the Visa requirements – [Department of Immigration and Border Protection](#).

If any entry visa is required, please allow sufficient time for the application procedure. We recommend that you allow at least twelve weeks prior to the start of the conference. This process may take longer in certain countries so we therefore suggest that you contact your nearest Australian Embassy or Consulate to determine the appropriate timing of your application. We also recommend that you register and pay to attend the conference and present the confirmation documents when applying for a visa.

ON CONFERENCE DAY

VENUE

When: 27 – 30 November 2023

Venue: The University of Melbourne

Address: The University of Melbourne - Sidney Myer Asia Centre, Swanston Street, Carlton 3010

Website: <https://www.unimelb.edu.au/>

REGISTRATION & NAME BADGES

Registration Desk: The Registration Desk will be located in the Wilson Hall.

On arrival at the conference, please collect your badge and other materials. Friendly staff will be on hand during opening hours to answer your questions and provide information about the conference, venue and surrounds.

FURTHER INFORMATION

If you require any further information about registration, program or venue please contact the Conference Office or visit the website www.aareconference.com.au.

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thinkbusinessevents
passionate about conferences

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