Then. Now.
Tomorrow.

21 – 23 March 2018
Millennium Hotel
Queenstown

IPENZ Transportation
Group Conference 2018

IPENZ
TRANSPORTATION GROUP

GUIDELINES FOR POSTER PRESENTERS

Thank you for offering to give a poster presentation at the IPENZ Transportation Group 2018 Conference; we're looking forward to your contribution. The following pages summarise our requirements.

All presenters must have already provided an abstract, author biography and written paper for inclusion on the conference website.

DISPLAY POSTERS

Presenters prepare a large-format (e.g. A0-size) poster outlining their paper topic and findings/discussions. At **11:30am, Thursday 22 March**, each presenter has 2 minutes to provide an oral summary of their work to all the delegates. During the lunchtime following this session, delegates can visit and view different posters. During this time, presenters can provide further details about their work and answer any questions about it.

There will be a prize awarded for the **best poster display;** therefore it is in your interest to make your presentation as engaging as possible.

CONTENT, LAYOUT AND STYLE

NOTE: Should any proposed oral presentations be declined or are unable to be delivered, the Conference organisers may take the opportunity to request presenters scheduled for poster display to give an oral presentation instead (or in addition to). Such requests will be notified at the earliest possible opportunity.

- **Timeline:**
  - Set up of poster: anytime between **Wednesday 21 March from 10:00am – Thursday 22 March, 10:00am**
  - Poster rapid fire session: **Thursday 22 March 11:30am – 12:00pm**
  - Poster viewing session: **Thursday 22 March, 12:00 – 1:30pm**
  - Break down of poster: **Friday 23 March, by 3:30pm**
- The poster session will begin with a rapid fire presentation session, **Thursday 30 March, 11:45 – 12:00pm.** All presenters have 2 minutes to introduce their poster topic and this will be strictly enforced. A single slide (prepared by the conference organisers) with poster title and author details will be displayed during each presentation.
- Poster viewing: following the rapid-fire session, at least one presenter must then be available beside each poster to provide details and answer questions up until 12:30pm. Should you wish to stay longer (throughout lunch) that is optional.
- **Rapid-fire presentation duration:** All presenters have 2 minute to introduce their poster topic and this will be strictly enforced. A single slide (prepared by the conference organisers) with poster title and author details will be displayed during each presentation.

Then. Now. Tomorrow.

21 – 23 March 2018
Millennium Hotel
Queenstown

**IPENZ Transportation
Group Conference 2018**

IPENZ
TRANSPORTATION GROUP

Location: Poster numbers will be allocated prior to the conference and a floor plan in the poster room and conference handbook will show the assigned poster locations. The poster room will be located in the exhibition area.

Set-up: Authors can start setting up posters on **Wednesday 21 March from 10:00am**. They must be completed no later than the **end of morning break on Thursday at 10:00am**.

Display boards: A display board with dimensions of 1.2m wide and 2.4m high will be provided capable of presenting a display at least 1.2m wide or tall. Posters may be attached to the display boards with velcro strips (provided). The boards are hired and may not be written on or defaced in any way. Please note that the poster should not start too low, so the lowest position will be .7m high.

Other equipment: An A4 folder will be attached to the poster board, so you can provide fliers for people to take away.

Poster size: Posters should ideally be prepared for printing out on **A0** sized paper (1189 × 841 mm), either in landscape or portrait orientation. Alternatively, a poster could be composed of a series of smaller panels.

Poster format: A variety of software packages can be used to create the poster. These include MS Publisher, CorelDraw, Adobe Illustrator, Adobe PageMaker, Adobe InDesign and even MS PowerPoint. Any standard Print/Copy Centre can then produce your final physical poster.

Poster design: The goals in designing and presenting a poster should be to:
- o   attract attention
- o   provide a clear and concise overview of your work
- o   provide enough material to explain the research without an oral explanation
- o   provide enough material to initiate discussion and questions

Poster style: Presenters may use any preferred or corporate style for posters. However, advertising of the presenters' organisation(s) is to be limited to name and logo only and must be secondary to the information to be imparted. Commercial advertising of products or services is not permitted.

Font: All poster text should be in **Arial** or **Verdana** font (or similar), and easily readable from at least 1 metre away (suggest no smaller than **20-point** size). Please use font colours that contrast well with the poster backgrounds.

Poster content: Your poster should adhere to the following guidelines:
- o   **Simplicity:** Avoid overwhelming viewers with too much information; the casual viewer should be able to identify the main messages after a quick look at the poster. Remember the full paper is in the Conference proceedings and handouts can also be provided if desired.
- o   **Clarity:** Identify a limited number of messages that viewers should take away – **three messages** is about the maximum number possible. The messages should be clear, novel, and important.

Then. Now.
Tomorrow.

21 – 23 March 2018
Millennium Hotel
Queenstown

IPENZ Transportation
Group Conference 2018

IPENZ
TRANSPORTATION GROUP

- o **Order:** Viewers find it easier to follow a poster printed on one large sheet with the material arranged in columns (2 to 3 columns is best). Arrange material in a logical sequence that is clear to readers (typically starting at top left and ending at bottom right.)
- o **Graphics:** Use pictures, charts, and tables instead of text where possible - try for 50% graphics. Graphics should be similar to those used in PowerPoint presentations but simpler and more heavily drawn. All graphics should include titles or labels, labelled axes and identified units
- o **Text:** Long paragraphs will not be read - use short statements or bullet points. Avoid abbreviations, acronyms, and jargon. Try to state your main results in six lines or less.
- o **Colours:** Strong visual contrast is critical - many people have trouble distinguishing between closely related colours. For example ~7% of the male population either cannot distinguish red from green, or see red and green differently. Colour is a good tool to highlight important points, however too many colours make poster look "busy" and make it difficult for viewers to find the critical points.

Graphics: Diagrams, charts and photographs should preferably be of sufficient size to be viewed easily from at least 1 metre away. Large graphics should be of a suitable quality and resolution so that they do not appear jagged or "blocky" when viewed up close.

Submission: Your final poster may be brought with you to the conference (a poster tube is recommended). We will contact you later confirming what to do at the Conference.

Presentation: It is useful to prepare a short oral presentation (no more than 2 minutes) to give periodically to those assembled around the poster. You may also wish to have handouts and/or business cards to distribute, and sketch paper and markers/pens can also help in conversations with viewers.

Wrap-up: Posters may remain up until the end of Friday to allow delegates to view them further during breaks. Authors are responsible for removing all materials by **3:30pm Friday**.

For any other conference queries, contact **Glenda** at Harding Consultants: glenda@hardingconsultants.co.nz, ph 03 352 5598.

Thank you for your contribution to a great conference!