



## Free and Open Source Software for Geospatial Conference 20 - 23 October 2009

# POSTER PRESENTATION GUIDELINES

In order to communicate your ideas effectively, please take the time to read the following instructions prior to preparing your poster.

### CONFERENCE CHECK IN

Poster presenters are required to register at the registration desk when they arrive at the Conference to collect their name badge and Conference materials. The registration desk will be located in the Parkside Foyer on Level 1 of the Sydney Convention & Exhibition Centre.

### LOCATION

All poster boards will be located in the **Parkside Foyer on Level 1 of the Sydney Convention & Exhibition Centre**. A poster board number for identification purposes will be supplied with your registration materials. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternative location.

### POSTER PRESENTATION TIME

During poster sessions (Thursday and Friday from 1000 – 1030hrs), authors of posters are encouraged to stand next to their poster to answer questions from delegates.

If authors are not able to present during their allocated session, the Conference Managers encourage authors to display their poster attendance card alongside their poster, as this will provide delegates with the times you will be available to discuss your poster display. Poster attendance cards will be supplied within author's registration packs.

### PREPARATION OF POSTERS

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

#### TITLE

The title should be the same as indicated in the original abstract.

#### CONTACT INFORMATION

Name, complete mailing address, telephone number, E-mail address and website of all authors should appear on the poster.

#### SIZE

Posters must be no larger than **1 metre wide x 2 metres high (39.4 x 78.7 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 necessary that the poster adhere to the specified measurements.

#### LETTERING

The poster should be easily readable at a distance of two metres.

### RECOMMENDATIONS

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
TITLE	20-24 mm or 100 point maximum	Title Case / <b>Bold</b>	At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.
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.

## GENERAL ADVICE FOR THOSE WHO HAVE NOT PREVIOUSLY PRESENTED A POSTER

- The message that your poster conveys should be clear and understandable without the need 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 provide a holder that can be attached to your poster board.

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

## LANGUAGE

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

## ADDITIONAL INFORMATION

If you require further assistance, please contact the FOSS4G 2009 Conference Managers on 02 9265 0700 or at [foss4g2009@arinex.com.au](mailto:foss4g2009@arinex.com.au)

*We wish you all the best with your presentation!*