

HARD COPY POSTER GUIDELINES

On behalf of the Organising Committee, we would like to thank you again for your contribution to the Conference and look forward to welcoming you.

In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for the Conference. If you have not yet registered, please [click here](#) and complete the registration form and payment. Registrations must be received by **Thursday 15 May 2025**. Failure to register by this date may result in the withdrawal of your presentation from the program.

Onsite at the Conference

Please visit the registration desk located in the **Boulevard Foyer** of the **Brisbane Convention and Exhibition Centre** when you first arrive and collect your name badge.

Registration Desk Operating Hours

Tuesday 10 June 2025	0700 – 1800 hours
Wednesday 11 June 2025	0730 – 1630 hours
Thursday 12 June 2025	0800 – 1730 hours
Friday 13 June 2025	0800 – 1500 hours

Timings are subject to change

If you have any queries regarding the program or your poster, please visit the registration desk during the Conference.

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located in the Exhibition Hall. For identification purposes, a poster board number will be allocated to your poster. Please ensure that your poster is displayed on the correct poster board. **Do not place your poster in an alternate location.**

POSTER PRESENTATION TIME

Authors are encouraged to stand by their posters during refreshment breaks. There will be a Welcome Reception on Tuesday 10 June 2025, where all poster presenters are strongly encouraged to be present at their allocated posters.

POSTER SET-UP / REMOVAL TIMES

Please ensure that you set up and remove your poster in the correct allocated poster board number.

Poster set up: **Tuesday 10 June 2025**

10:30 am (poster up)

Poster removal: **Friday 13 June 2025**

10:00 am (poster down). *All posters will be removed by 11:00 am*

Please note that if your poster is not removed by the specified time, the Conference Managers or the venue will have to dispose of the poster.

Details of your allocated will be available on the website shortly.

POSTER PREPARATION

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

- **Title**
The title should be the same as indicated in the original abstract.
- **Contact Information**
Name of all authors and their organisation should appear on the poster.
- **Size**
Posters must be no larger than A0, **841mm wide x 1189mm high (33.1 x 46.8 inches) portrait**. 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 essential that the poster adheres to the specified measurements: **841mm wide x 1189mm high (33.1 x 46.8 inches) portrait**.
- **Lettering**
The poster should be easily readable at a distance of two (2) metres.

RECOMMENDATIONS OF FONT SIZE

Type of Text	Character Size	Case/Style	General Advice
Title	20-24 mm or 100 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the author(s) and their organisation(s).
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.

LANGUAGE

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

CONTACT THE CONFERENCE MANAGERS

Should you have any questions about your presentation, please advise the Conference Managers as soon as possible.

GeoAsia8 Conference Managers

Phone: +61 3 8888 9500

Email: geoasia8@arinexgroup.com

Website: www.geoasia8.org

Thank you for your help in making the Conference a success.