



INFORMATION FOR POSTER PRESENTERS

CONFERENCE OFFICE

Think Business Events
Level 1, 299 Elizabeth Street
Sydney, NSW 2000 Australia
Telephone: +61 2 8251 0045 Fax: +61 2 8251 0097
Email: contact@autismineducation.org.au

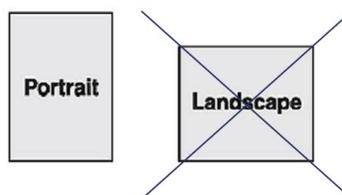


POSTER SPECIFICATIONS

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

Dimensions

- The poster must be no larger than A0 size (841mm x 1189mm).
- Orientation of your poster MUST be in **portrait style**.



SET UP OF POSTERS

Set Up

Please arrange to print your poster and bring it with you when you register.

All posters must be up prior to the commencement of the first day programme.

It is your responsibility to attach your poster to the display board. Special re-usable poster clips will be available for purchase for at a cost of AUD\$10 from the Registration Desk.

Alternatively, please bring Velcro to attach your poster to the display board. No other fastening devices eg sticky tape etc can be used. ***There will be no Velcro available on site.***

A poster attendance card will be provided at each presenting author's poster board. You will have the opportunity to speak with delegates about your poster during the catering breaks.

There is also 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 immediately after sessions conclude on Friday 1st August 2014 by 4:30pm.

Posters that are not removed by the end of the conference will not be retained. The organisers take no responsibility for any posters that remain up after this time.

GENERAL INFORMATION

Program

The poster program is available on the conference website at <http://autismineducation.org.au/program/poster-program/>

Please review the poster program to check your name, organisation, state/country, presentation title and abstract are correct. If there are any minor changes, please advise by **20th June 2014** as this is to be printed in the Conference Program Handbook.

All poster presenters will need to visit the Registration Desk when they first arrive at the conference to collect their name badge and other conference 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.

ON CONFERENCE DAY

Venue

Day and date: 31st July – 1st August 2014

Venue: Australian Technology Park

Address: 2 Locomotive St, Eveleigh NSW

Website: www.atp.com.au



Registration & Name Badges

Registration Desk: The Registration Desk will be located in the Exhibition Hall (Bay 4) at the Australian Technology Park in Sydney.

Opening Hours:

Day	Hours
Wednesday 30 th July 2014	1600 - 1800
Thursday 31 st July 2014	0730 - 1900
Friday 1 st August 2014	0800 - 1500

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

Getting There

Getting to the venue

The Australian Technology Park is located approximately 5km from Sydney's central business district and 8km from Sydney Airport with excellent public transport connections. The ATP encourages all visitors to travel by public transport to save time, money and reduce your impact on the environment. However, for those needing to park, information is provided below.

By Train

A 5 minute walk from Redfern Station (adjacent to the Australian Technology Park). Exit via platform 10, walk past the WaterTower apartment block and follow the walkway through to the Australian Technology Park. Make your way to Bay 4 for the Registration Desk.

By Bus

There are frequent bus services that will get you close to the Australian Technology Park from the city and Sydney's domestic and international airport. The bus stop closest to the Australian Technology Park is on the corner of Boundary and Regent Street. Buses 308, 309 and 310 will take you to this stop.

For further information and to plan your journey using public transport, please visit www.131500.com.au

By Car

The entrance to the Australian Technology Park car park is from Henderson Road, Eveleigh. A Pay and Walk ticketing system has been installed for your convenience. Collect a ticket from the boom gate and drive through to the car park located on ground floor of 8 Central Avenue (Media City Building). Event/ Visitor car parking is available at 8 Central Ave (Media City Building). Collect a ticket from the boom gate and drive through to the Car Park, located at Ground Floor, 8 Central Ave.

There's plenty of available on-site parking, including allocated spaces for people with disabilities.

Disabled Parking Area

To gain access to the disabled parking area, please contact the security office on 9209 4666 or advise the security at the boom gate when you first enter the Park.

Parking Fees

Parking can be paid at either the pay station near the lift or at the boom gate. Pay Stations are also located in Bay 4 and Bay 8 of the Locomotive Workshop.

Parking fees are as follows:

First half hour \$6.00

½-1 hour \$12.00

1-3 hours \$20.00

3+ hours \$30.00 (Max daily rate)

Lost Tickets \$30.00

Please note Pay Stations accept \$20, \$10, \$5 notes and \$2, \$1, 50c, 20c, 10c coins and payment by credit card.

By Taxi

The entrance to the Australian Technology Park for taxis is from the corner of Garden and Boundary Street.

TIPS FOR PREPARING YOUR POSTER

Designing the Poster

Posters can be designed using computer programs such as PowerPoint™, Corel Draw, or Adobe Illustrator. Professional designers deem that text of any 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, professionally 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) such as:

tahoma arial comic sans

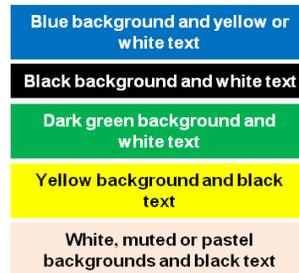
Suggested font sizes are as follows: title 85 - 210 point; author names: 56 point; headings 36 point; paragraphs: 24 point; captions 18 point.

The poster should be easily 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.

Further Information

If you require any further information about registration, program or venue, please contact the Conference Office.

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