



INFORMATION FOR TALKING POSTER PRESENTERS

CONFERENCE OFFICE

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passionate about conferences

INTRODUCTION

The Conference Committee thanks you for presenting at the upcoming *Aspect Autism in Education Conference*, 5 – 6 May 2016 at the Melbourne Convention & Exhibition Centre.

This Information for **Talking Poster Presenters** document aims to provide you with some assistance and guidance on planning for your presentation.

CHECKLIST

What?	By When
Register and pay registration fee	March 31 2016
Organise the printing of your poster	Prior to conference
Prepare handouts to distribute to delegates (if required)	Prior to conference

REGISTRATION

All poster presenters must register, pay the applicable registration fees and be able to present at the conference or organise a replacement 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.

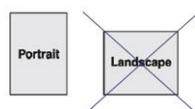
There is no reduced registration fee for poster presenters. Please go to the registration page on the conference website at <http://autismineducation.org.au/registration/> to register.

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

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

All posters must be up prior to the commencement of the first day program and will be on display for the duration of the conference.

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. Special re-usable poster clips will be available for purchase at a cost of AUD\$10 from the registration desk. As you will need to move your poster to another display board for the 'Talking Posters' session, we recommend that you use materials that make the poster easy to remove from the board. Please see directions under the Talking Poster Program section.

There will be no velcro available onsite. You are welcome to bring your own velcro.

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 immediately after sessions conclude on Friday 6 May 2016 by 5pm.

Posters that are not removed by the end of the conference will be discarded. The organisers take no responsibility for any posters that remain up after 5pm.

RECOMMENDED POSTER PRINTER

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

\$55 per AO poster

\$95 per AO poster (laminated)

Please note that this fee **includes delivery to the conference venue**.

To assist SNAP, we request that you submit your artwork no later than **Tuesday 26 April 2016**.

Instructions:

1. Ensure your poster is in AO Portrait format
2. Save your artwork in high resolution pdf format prior to submitting
3. Submit your artwork via email (up to 20MB) to SNAP at: portmelb@snap.com.au

4. In the email to SNAP, please clearly state the below:
EVENT NAME: Aspect Autism in Education Conference 2016
VENUE: Melbourne Convention & Exhibition Centre
ATTENTION: Dani Palmieri, Think Business Events
DELIVERY TIME: Wednesday 4 May between 9am-10am
5. Once you have submitted your artwork, SNAP Printing will confirm your order via email and provide appropriate payment details.

HANDOUTS

If you wish to provide materials for delegates at the conference, you need to bring these with you as there will be limited photocopying facilities at the conference. These handouts must be attached to the poster board using bulldog clips and pins and not left on the floor. Please bring along your own bulldog clips and pins. Any handouts found on the floor will be discarded.

TALKING POSTER PROGRAM

Presentation Type	Presentation Length
Talking Poster	3 mins to present <u>and</u> 2 minutes to answer questions

Talking posters are standard posters that are included in 'guided tours' at set times during lunchbreaks on Thursday and Friday, that allow the presenters to talk about their poster to small groups of delegates. A 'Talking Poster' Chair will introduce each presenter and facilitate questions from the group. The time limit for each presenter will be strictly enforced.

Talking Poster procedure:

1. Prepare your poster for print

Prepare and print your poster as per the instructions provided.

2. Review the talking poster program

Review the talking poster program so that you know when (date and time) you are scheduled to present. The talking poster program is on the conference website at

<http://autismineducation.org.au/program/poster-program/>

Also check that your details are correct – name, organisation, state and poster title. If there are any changes, please advise the conference office by 13th April.

3. Prepare for your presentation

The purpose of the talking poster presentation is to give you the opportunity to briefly tell delegates about your work. Outline 2 – 3 important points/features and do not try to convey all the detail. You may choose to do this via the standard structure (aim, method, results, conclusion), or you can be more creative. This is a chance for you to encourage people to come and talk to you further about your work during the conference.

The presentation is an oral only presentation – there will be no provision for slides/AV support.

4. Moving your poster to the Talking Poster area.

You will need to move your poster from the display boards in the level 1 foyer area to the Talking Poster areas which are in rooms 103 and 104.

Groups 1 and 2 – Please hang your poster up in room 103 (Group 1) and room 104 (Group 2) during the lunchbreak, ensuring it is up prior to the commencement of the talking poster session.

Groups 3 and 4 – Please hang your poster up in room 103 (Group 3) and room 104 (Group 4) during the lunchbreak, ensuring it is up prior to the commencement of the talking poster session.

There will be a rail along the wall in rooms 103 and 104 for you to attach your poster to (no clips required). Posters are to be attached one next to the other in program order.

Please see below for instructions on how to attach the poster to the rail:

1. Slide the item under the lip of the rail
2. Push the item up until it is secure
3. When finished, slide the item down

Note: Please do not bend or lift the lip of the rail.

5. Presenting in the session

Stand near your poster ready to present at the designated day and time. There will not be any microphones so you will need to speak clearly and project your voice. The chair and delegates will move from poster to poster.

As a reminder, to maximise broad audience relevance, we are asking presenters ensure an emphasis on education in autism rather than the description and design of your specific program.

At the end of your talking poster presentation, please remove your poster from the rails in rooms 103 or 104 and hang them back up on the poster boards in the level 1 foyer so that delegates can continue to view them in their own time for the duration of the conference.

If you would like to see examples of how to talk about a project in a short presentation, we recommend you view the 3 minute thesis presentations, where students have 3 minutes to present their research program.

These videos are great examples of making complex work really accessible to a broad audience:

<http://www.postgraduate.uwa.edu.au/news/3mt>

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). Ex:

tahoma arial comic sans

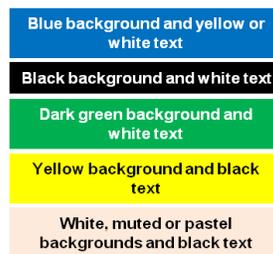
Suggested font sizes are as follows: title 85 - 210 point; author names: 56 point; headings 36 point; paragraphs: 24 point; captions 18 point.

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.

SOCIAL MEDIA

If you are approached by media or should you want to post anything across your own social media platforms about the conference, please refer to the official messaging below:

Key message:

I'm excited to be presenting a poster at the Aspect Autism in Education Conference on 5 – 6 May 2016, Melbourne Convention and Exhibition Centre. The Conference will bring together international and national speakers and delegates to help bridge the research-practice gap through an engaging and innovative conference program. Together we will share knowledge to drive innovation that will put evidence-informed programs into classrooms, schoolyards, pre-schools and post-school options. I hope you will join me to hear from people on the autism spectrum, educators, researchers and other professionals in the autism field as we all strive for the best possible outcomes with people on the autism spectrum across Australia.

To learn more or register to attend, visit www.autismineducation.org.au

Social media:

Aspect Twitter handle: @AutismSpectAust

Aspect Facebook account: Autism Spectrum Australia (Aspect)

Conference hashtag: #AIEConf16

Conference contact:

Denise Broeren: deniseb@thinkbusinesssevents.com.au

Conference website: <http://autismineducation.org.au/>

ON CONFERENCE DAY

VENUE

Day and date: 5 – 6 May 2016

Venue: Melbourne Convention & Exhibition Centre

Address: 1 Convention Centre Pl, South Wharf

Website: www.mcec.com.au



REGISTRATION & NAME BADGES

Registration Desk: The Registration Desk will be located on level 1 at the Melbourne Convention & Exhibition Centre, Melbourne.

Opening Hours:

Day	Hours
Thursday 5 May 2016	0800 - 1800
Friday 6 May 2016	0800 - 1600

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 Melbourne Convention & Exhibition Centre (MCEC) is located on the banks of the iconic Yarra River in South Wharf, just minutes away from Melbourne's central business district and 25km from Melbourne Airport.

By SkyBus

The SkyBus transports visitors directly from Melbourne Airport to Southern Cross train station. This is an express service that departs every 10 minutes. Once at Southern Cross Station, catch a tram (or walk for about 10 minutes) to the MCEC. For further information and costs on the SkyBus, visit the website at: www.skybus.com.au

By taxi

Taxis are available on the ground floor level outside all three terminals. Ask the taxi driver to drop you off at the closest taxi rank located outside the DFO shopping centre on convention centre place (right beside the Centre and Hilton hotel).

By Hire Car

You can pick up a car from one of five rental companies at Melbourne Airport. Parking is available at the MCEC. For information on cost, access etc, please visit the website at:

<http://mcec.com.au/your-visit/getting-there/>

For further information on how to get to the Melbourne Convention & Exhibition Centre, please visit:

[HTTP://MELBOURNEAIRPORT.COM.AU/TO-FROM-THE-AIRPORT/OVERVIEW.HTML](http://MELBOURNEAIRPORT.COM.AU/TO-FROM-THE-AIRPORT/OVERVIEW.HTML)

FURTHER INFORMATION

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

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