

## BRIEFING NOTES FOR POSTER SESSIONS

The Organising Committee welcomes your contribution to the 9<sup>th</sup> Industrial and Organisational Psychology Conference.

To communicate the key messages from your paper effectively, **please take the time to read the following guidelines when creating your poster.**

### General Information

Please visit the registration desk when you first arrive at the Conference to collect your name badge, and other conference materials.

### Registration Details

All presenters are required to register for the Conference. If you have not already done so, please visit [www.iopconference.com.au](http://www.iopconference.com.au) and complete the registration form no later than **Monday May 9, 2011.**

### Location

Poster boards will be located in the exhibition area (Mezzanine Foyer) of the Brisbane Convention and Exhibition Centre.

### Poster Set-Up/Removal Times

#### Set-up of Posters (Between 7.30am – 9.00am)

Please ensure your poster is displayed on your allocated poster board on the day your poster has been scheduled.

It is your responsibility to attach your poster to the poster board. Some Velcro will be provided, however we suggest bringing some Velcro and/or Pins of your own as well.

#### Removal of Posters (5.00pm)

All posters must be removed at the end of the day. The organisers can take no responsibility for any posters that remain up after this time.

A conference volunteer will be present to assist.

## **Presentation of your Poster**

Poster presenters are asked to be available to discuss their poster with delegates during the lunch break. The conference organisers will arrange for you to have access to a catering station approximately 30 minutes prior to the scheduled lunch break to enable you to be available for delegates for the duration of the break.

## **Suggested Poster Arrangements for Presenters**

Poster material should be prepared in advance and should be large enough to view from a distance of 1m. We recommend that posters are A0 in size.

Each poster should include a section at the top containing title of poster, name(s) of author(s) and their affiliation(s).

### **Title**

The title should be the same as in the submitted abstract. The size of the characters for the title should be at least 2.5cm high.

### **Size**

The allocated poster board space is 1.8m high and 1m wide. The boards are made of a material to which Velcro tape or pins can adhere.

### **Lettering**

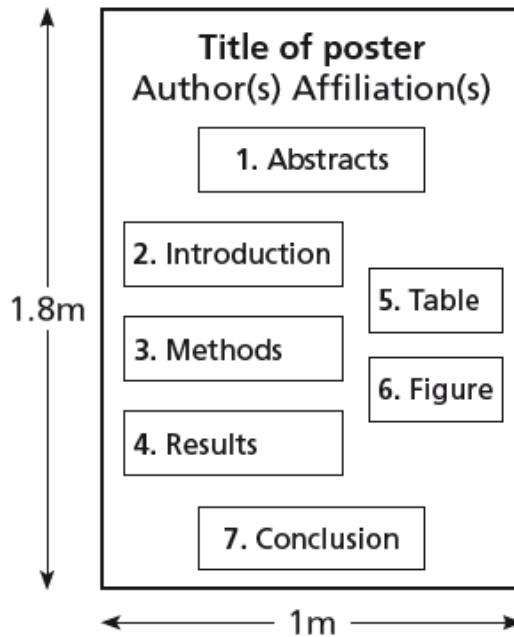
The poster should be easily readable at a distance of one to two metres. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using a mixture of type/font styles.

## **Abstract**

The abstract is an abbreviated, accurate representation of the poster. It should be no more than 350 words and summarize the essential information of the poster.

Drawings and charts should be clear and simple and should follow the suggested arrangement:

### Suggested arrangement for Posters



Handouts can be very useful. If you wish to supply handouts you must provide a holder that can be attached to the board (no handouts to be placed on the floor for safety reasons).

### Further information

If you require further assistance, please contact:

Vicky Mrowinski

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**We wish Poster Presenters all the best with their presentation.  
Thank you for your help in making the  
9<sup>th</sup> Industrial and Organisational Psychology conference a success**