

15TH INTERNATIONAL FYHE CONFERENCE 2012

FYHE Conference Poster Submission Guidelines and Tips

The purpose of a poster is to present information in a concise and visual manner. Posters provide a talking point and an opportunity for collegial engagement for members of the FYHE conference community.

Abstracts for posters should be submitted using the poster abstract submission template.

When your abstract has been accepted you will be asked to create your poster as a PowerPoint document using the instructions, tips and resources below. Posters that are not in this format cannot be accepted for the FYHE Conference in 2012. This year the Conference Organising Committee is asking for all posters to be in this consistent format because this will enable us to include the posters in the Conference Proceedings. It will also enable us to display digital versions of the posters throughout the conference as well as hanging the physical posters in the display area.

You should submit your poster PowerPoint document for inclusion in the Conference Proceedings by 14 May 2012 by emailing the conference organisers at: fyhe@qut.edu.au

Please bring your printed A1 size poster with you to the conference. The Conference Organising Committee can assist you with hanging your poster once you have registered.

A Basic Guide to Creating a Poster in PowerPoint

Getting started:

- Open Microsoft PowerPoint.
- Select Design tab from top menu.
- Select page setup option.
- From the dialogue box- select orientation required: Portrait or Landscape. (Select Landscape).
- Your poster should be an A1 size: 594mm width x 841mm height. (Enter these measurements manually).
- Click Ok – you now have a document that will print out to the required poster size.

Creating a background for poster:

- Select Design tab.
- Hover mouse over pre-designed Themes.
- You can change colours, fonts, effects: click on down areas.

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Background Tips:

- It is generally better to have light background and dark text.
- You can insert a picture as background – ensure, however, that background picture does not detract from poster text.

Inserting Text

- With PowerPoint document still open, open a Word document with your poster text content.
- Select text from Word document and copy (i.e. – title).
- Return to PowerPoint document and select Insert tab.
- Click the Text box option. On poster, hold down the left mouse and drag to draw a text box on the page.
- Cursor will be flashing in the left side of the text box drawn.

Inserting Text

- Right mouse click inside the text box and select the Paste option to insert the text you copied earlier...
- Repeat the process of copying and pasting various text blocks into poster template as required.
- Format text as desired using format option in Home tab.
- Use 65- 108 size font for Headings
- 36 – 54 sub headings
- 18- 27 Body text

Inserting Images

- In PowerPoint - select Insert tab, and click picture option.
- In the dialogue box, browse to find required image file and click insert button to insert
- You can move and re-size image.

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Inserting chart/graphics

- In PowerPoint - select Insert tab, and click chart option.
- Select your preferred graph style from options and click ok to Confirm. You should now have two windows open side by side on your screen.
- One window will display preview of selected graph, the other will display an Excel spreadsheet.
- Manually enter data into excel spread sheet, once finished, close spread sheet and data will be automatically saved.
- To reposition your graph select the graph, drag and drop in the desired location.
- You can make changes to our graph design by right mouse clicking on graph and selecting. From this menu you can adjust the Fill, Border Colour, Border Style, Shadow, 3D Format and 3D Rotate.

Reviewing your Poster

- Check spelling and accuracy.
- Check for aesthetic balance: 20% text, 40% visual aids and 40% empty space.
- Best to limit colours to 3 or 4.
- Check size of text and quality of images by selecting view and zoom to 100%.
- Poster that is A1 size (594mm x 841mm).
- Save poster file – with clear name.
- Ensure you do a spell check on poster.

There are more tips in QUT Printing Services Guide, which can be accessed at: http://www.qps.qut.edu.au/pdf/staff/qps_staff_createposter.pdf