



5th Symposium on Diseases  
in Asian Aquaculture

24-28 NOVEMBER 2002

## GUIDELINES FOR PREPARING AND PRESENTING POSTERS

1. Posters will be displayed on a free-standing vertical board. The dimensions of your poster should be 1.0 m high x 0.7 m (700 mm) wide. We recommend using 'Velcro' to mount material on the panel.
2. Your poster should include the name(s), affiliations, and a 10 x 15 cm colour photograph of the presenting author which should appear in the top right-hand corner. This will facilitate identification of the author at the Symposium and during poster viewing sessions.
3. In preparing your poster, you should include a title, introduction, methods, results and conclusions. Please be concise and present only enough data to support conclusions or to explain the point(s) you wish to make. Descriptive data should be kept to a minimum and you should make use of diagrams and photographs. For maximum impact, please aim to convey your results in a simple, eye-catching manner. If a short title different from the published full title is used, the latter should be included as a subtitle in smaller type.
4. Text lettering should be large enough to be legible at a distance of 1.5m. Lettering used for titles should be 24 point size minimum (Times New Roman or Arial are good fonts to use). Freehand lettering is not recommended. All text must be in English.
5. Photographs and diagrams should be large enough to be read at a distance of 1.5m.
6. Poster viewing times will be scheduled during lunches and coffee breaks.
7. Before the Symposium you will be provided with a poster floor plan and allocated a poster panel number. These will also be published in the Symposium handbook.
8. You should attend your poster during the poster viewing times to answer questions and discuss aspects of your research. You are also encouraged to advertise near your poster other times when you are available to discuss your work. Contact details during and after the Symposium should also be included.
9. The Symposium will present awards for the best student presentations. Please refer to the student affairs page on the website.
10. Please note that posters should be in place by **5.30pm on Sunday 24 November 2002**.
  - Set up time is between 3.30pm – 5.30pm on Sunday 24 November 2002. All posters are to remain in place for the duration of the Symposium.
  - Posters can be dismantled after 6.00pm on Thursday 28 November 2002.



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## **PRESENTATION GUIDELINES FOR ORAL PRESENTERS**

- On arrival, please report to the registration desk located at the Conference Centre in the foyer of the Gold Coast International Hotel. The Speakers' Testing Room will be located near the registration desk.
- You must deposit your audio-visual presentation at the Speakers' Testing Room by 5.00 pm on the day prior to your session. Presentations scheduled for Monday should be deposited immediately after you register on Sunday afternoon. An audio-visual technician will be present in the Speakers' Testing Room to receive the presentation and to assist you with review and checking of the material. Please ensure that your presentation working properly and that the correct audio-visual equipment is available.
- Please meet your session chair in your session room during the break immediately before your session (e.g. Morning/Coffee break or Lunch). You should report to the session room at least 15 minutes before the session commences. At that time, please check that the room is set up appropriately for your presentation and any special requirements have been met. This is also the time to check your introduction with the session chair.
- **Presentations will be:**
  - 35 minutes – keynote**
  - 25 minutes – invited**
  - 15 minutes – oral (selected from submitted abstracts)**
- You should allow at least a 2-5 minute (maximum 10 minutes) for questions at the end of the presentation.
- Speakers should sit in reserved seating in the front row.
- PowerPoint or OHP presentations are preferred. Slides are not recommended but will be accommodated if requested.
- A computer will be available for use for PowerPoint presentations. Please bring your presentation on floppy/zip disk, CD Rom or flash card.
- You are responsible for advancing your own presentation. Focusing will be monitored and adjusted by the technician.
- A laser pointer will be on the lectern. Laser pointers should be used sparingly and not waved around the room. **You must avoid accidentally directing the laser pointer in the eyes of the audience.**

- All speakers are to wear radio lapel microphones. Your session chair will assist you to attach the lapel microphone and ensure it is turned on before commencing your presentation.
- It is essential to adhere to your time allocation. Your session chair will operate a timing mechanism to remind you that your presentation should conclude.
- Speakers must ensure that audio-visual material is of the highest standard. When projected on the screen, the subject matter must be legible from a distance of 18m.

**Please contact Rochelle Manderson, the Symposium Manager, on 07 3854 1611 or [rochelle@ozacom.com.au](mailto:rochelle@ozacom.com.au) if you have any queries regarding these guidelines.**