
POSTER PREPARATION GUIDELINES

The Asia-Pacific International Symposium on Aerospace Technology (APISAT) 2024 Local Organising Committee, welcomes your contribution to the 2024 Symposium held at the Adelaide Convention Centre from 28-30 October 2024.

Please take the time to **read these guidelines** to ensure you are prepared in advance of your arrival.

Registration Details

Prior to the Symposium

Poster authors are required to register and pay for the Symposium. If you have not done so already, please visit [APISAT 2024](#) and complete the registration form. Authors must register by **4 October 2024** or they will be removed from the program.

Onsite at the Symposium

Please visit the registration desk when you first arrive at APISAT 2024 and collect your name badge. From there you will be directed to the exhibition space in the Panorama Room Foyer to set up your poster display.

If you have any queries regarding the program, please visit the registration desk located in the Panorama Room Foyer. **Please note, any emails sent during the Symposium may have delayed response times. For the most efficient answer, please visit the registration desk.**

The registration desk will be open during the following times:

Monday 28 October 2024.....0700 - 1700
Tuesday 29 October 2024.....0700 - 1700
Wednesday 30 October 2024.....0745 - 0845

**Please note, these times are estimates and are subject to change closer to the Symposium.*

Poster display location

All posters will be displayed within the exhibition space in the Panorama Room Foyers.

For identification purposes, a poster board number will be provided to you onsite upon registration. Please ensure that your poster is displayed on the correct poster board. **Do not place your poster in an alternate location as it may be removed.**

Poster viewing sessions

The poster presentations will be open for viewing during all catering breaks throughout the conference.

Visit the APISAT 2024 program page for catering break times <https://apisat2024.org/program/>

**Please note, these times are estimates and are subject to change closer to the Symposium.*

Poster set-up/removal times

You will have access to set up your poster on Monday 28 October 2024 from 0730-1700.

Set up of posters: Monday 28 October 2024 From 0700 - 1700

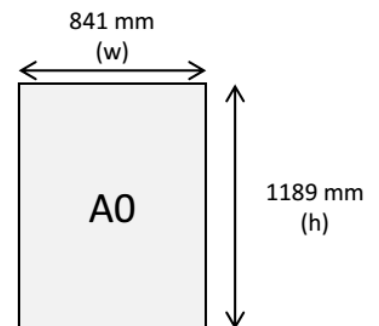
Removal of posters: Tuesday 29 October 2024 From 1600 - 1630

Please note that if your poster is not removed by the specified time then the Conference Managers or the venue will dispose of the poster.

Poster Preparation

Posters should be a visual presentation of your submitted abstract and full paper; they should stimulate discussion; not give a long presentation. Therefore, keep text to a minimum, emphasise graphics, and make sure everything in your poster is necessary. Posters should meet the following criteria:

- **Title**
The title should be the same as indicated in the original abstract.
- **Contact Information**
Name of all authors and their organisations should appear on the poster.
- **Orientation**
Please have all posters in portrait style
- **Size**
Posters must be no larger than **A0 (841mm × 1188mm) high.**



Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Conference. It is essential that the poster adheres to the specified measurements.

- **Lettering**

The poster should be easily readable at a distance of two (2) metres.

Use sentence case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles.

Velcro dots will be supplied when you register to attach your poster to the poster board. Pins securing posters are not effective as the poster boards are covered in a felt material.

- **Recommendations of Font Size**

Type of Text	Character Size	Case/Style	General Advice
Title	72 point is suggested 20-24 mm or 100 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the author(s) and the contact details for the corresponding author(s).
Headings	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
Content	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.

Session Details - Check Ahead

The Program is subject to minor changes so please scan the QR code that will be printed on your name badge, to view the most up-to-date program onsite at the venue during the Symposium.

Language

Please note that the official Conference language is English. All posters must be written in English.

General advice

- The message that your poster contains should be clear and understandable without a requirement for oral explanation. Methods should be presented simply and concisely.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise, and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- A matte finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

If you require further assistance, please contact the Symposium Managers at:

Arinex Pty Ltd



Email: hwrs@arinexgroup.com

Phone: +61 2 9265 0700

Thank you for your assistance in making HWRS 2024 a success!

