



**13th Australia New Zealand Conference on Geomechanics in 2019**  
**1-3 April 2019**  
**Perth Convention and Exhibition Centre**  
[www.geomechanics2019.com.au](http://www.geomechanics2019.com.au)

## **GUIDELINES FOR DIGITAL POSTER PRESENTATIONS**



The **13th Australia New Zealand Conference on Geomechanics 2019** Organising Committee welcomes your contribution to the 2019 Conference.

Posters for the 13th Australia New Zealand Conference on Geomechanics will be presented in digital format.

Please take the time to **read these guidelines ahead of time** to ensure your poster is prepared successfully.

### **REGISTRATION DETAILS**

#### **Prior to the Conference**

All presenters are required to register and pay for the Conference. Please refer to your acceptance letter email for instructions on how to register as a speaker.

#### **Onsite at the Conference**

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

The **registration desk** will be located in the BelleVue Ballroom Foyer of the Convention Centre.

We encourage you to register as early as possible to allow for easy access to the opening of the Conference.

### **PROGRAM ENQUIRES**

If you have any questions regarding the program or your poster presentation, please visit the registration desk or see one of the Arinex staff members.



## LOCATION OF DIGITAL POSTER DISPLAY AREA

Digital posters will be displayed in the BelleVue Foyer of the Convention Centre.

The digital poster program schedule will be available prior to the commencement of the Conference.

## POSTER PREPARATION

Digital posters will be available for viewing on the ANZ Geomechanics Conference Mobile App and onsite on interactive kiosks (large vertically oriented touch TV screens). Audio is **not** supported. Attendees can zoom in or out and swipe to view more slides. Attendees can also contact you via the system to engage in a conversation regarding your poster.

Digital posters are created as PowerPoint presentations and uploaded into the ePresenter™ system. This system converts your poster presentation into an interactive format for viewing on hand-held devices and the digital poster kiosks Delegates can access the poster presentation software, ePresenter™, through the ANZ Geomechanics Conference Mobile App to:

- Browse, search and visualise other authors' digital posters on their own device
- Contact authors via ePresenter™ to arrange private presentations or to make comments
- Download your digital poster at your discretion (you may nominate this when uploading your poster via the online system)

Digital posters **must** be submitted using the digital poster template which is available for download from the Conference website at <https://geomechanics2019.com.au/digitalposters> or via the digital poster submission page within the online portal (further details are below).

**All digital posters must be uploaded to the online portal by Monday 4<sup>th</sup> March 2019.**

When creating your digital poster, please follow these guidelines:

- Download the digital poster template from the Conference website at <https://geomechanics2019.com.au/digitalposters>. The template on the Conference website has been designed to display properly on the poster kiosks that will be used onsite.
- All digital posters must be submitted in either .PPT or .PPTX format.
- All digital posters must be submitted in 16:9 portrait orientation using the digital poster template
- If you would like to do so, you are limited to a maximum of 5 slides within your digital poster, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements). Posters that consist of only a single slide can still have embedded animations and/or multimedia.
- JPEG or PNG is the preferred file format for inserted images. Please be mindful of any copyright issues of photos used when creating your poster
- Each submitted poster file in .PPT or .PPTX format must not be larger than 1GB
- Font – Calibri, Verdana, Times New Roman and Arial are recommended
- Font size – 72-80pt for Titles/Headings and size 24-44pt for text blocks are recommended.

Support for multimedia:

- Slide transitions and animation is supported
- Embedded videos are supported. Ensure the video is embedded into the presentation file, as you will be unable to upload the video separately. The following formats are supported:
  - Video: AVI, WMV, MPG, MP4
- Audio will not be available on digital posters
- Attendees can zoom in or out and swipe to view more slides.



## BENEFITS OF SUBMITTING A DIGITAL POSTER

- You can track statistics on the number of views and downloads (if you allow this option) your digital poster receives.
- Your poster can be easily searched via the ANZ Geomechanics Conference Mobile App.
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish.
- Delegates can download your digital poster in PDF format (if you allow them to do so).

## READY TO UPLOAD YOUR DIGITAL POSTER?

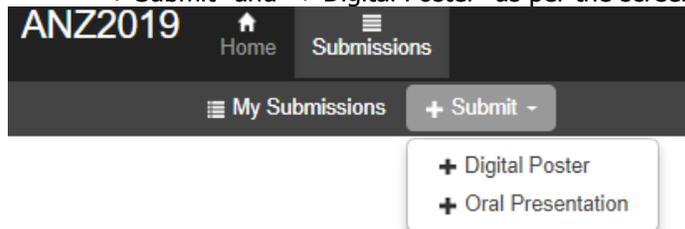
This is done via the [online portal](#). All digital posters must be uploaded to the online portal by **4 March 2019**. Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the online portal:

### Please follow the below steps to upload your digital poster to the online portal

1. Log into the online portal using your author login details: <https://anzgeomechanics10000.eorganiser.com.au/index.php?r=site/login>
2. From the home screen select the green button "Submit Digital Poster".



Alternatively, you can click on "Submissions" near the top of the screen and then select "+ Submit" and "+ Digital Poster" as per the screenshot below:



3. Select your abstract (from the drop down) that has been accepted as a poster, and then click the "Submit Digital Poster" button.
4. Ensure you follow the online guidelines provided within the portal.
5. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
6. Select whether you allow delegates to download your digital poster in PDF format.
7. When you are ready to submit your digital poster, select the green "Submit" button at the bottom of the screen.
8. Once your digital poster has been submitted, if you select the "Digital Poster" tab the status will show as "Under Review".
9. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

In the weeks prior to the Conference, the Conference Managers will ensure all accepted electronic posters are submitted correctly and 'approved' for viewing at the Conference. Should



you require assistance uploading your digital poster, please email us at [support@epresenter.com.au](mailto:support@epresenter.com.au).

### **If you do not have PowerPoint installed**

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

Please [click here](#) to download OpenOffice.

Please [click here](#) for further information on using OpenOffice.

### **DECLARATION OF INTEREST**

All financial support for the work and collaboration in creation of your poster / research must be acknowledged as part of the presentation.

### **LANGUAGE**

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

### **GENERAL ADVICE FOR FIRST TIME PRESENTERS**

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging are found on the floor, the Conference Managers will remove them. If you wish to supply handouts you must hand these to delegates personally.
- After the title, the two most important panels are the Introduction and the Conclusion. Based on 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 clear, 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.

**Thank you for your help in making the 13th Australia New Zealand Conference on Geomechanics in 2019 a success.**

13th Australia New Zealand Conference on Geomechanics Conference Managers

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