



International Congress on Phonetic Sciences ICPHS 2019
Melbourne Convention Exhibition Centre (MCEC)
5 – 9 August 2019

POSTER GUIDELINES

The International Congress of Phonetic Sciences Organising Committee welcomes your contribution to ICPHS 2019. Please take the time to **read these guidelines ahead of time** to ensure your poster adheres to the correct specifications.

REGISTRATION DETAILS

Prior to the Congress

All presenters are required to register and pay for the Congress. If you have not yet registered, please [click here](#) to register. There must be at least one unique author registration per paper, i.e. it must be the case that at least one of the authors for each paper is registered for the Congress and they are not also the only registered author for any other paper.

Onsite at the Congress

Please visit the registration desk when you first arrive at the Congress and collect your name badge, poster number and Velcro dots.

If you have any queries regarding the programme or your presentation, please visit the registration desk at the Melbourne Convention and Exhibition Centre. The desk will operate during the following times (subject to change):

| | |
|-------------------------------|---|
| Sunday 4 August 2019 | 1400 – 1700, 1 Convention Centre Place entrance |
| Monday 5 August 2019 | 0730 - 1800, Main Foyer Plenary 3 |
| Tuesday 6 August 2019..... | 0800 - 1800, Main Foyer Plenary 3 |
| Wednesday 7 August 2019 | 0800 - 1800, Main Foyer Plenary 3 |
| Thursday 8 August 2019 | 0800 - 1800, Main Foyer Plenary 3 |
| Friday 9 August 2019..... | 0800 - 1800, Main Foyer Plenary 3 |

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located on the ground floor in foyer 2 & 3 in the Main Foyer of the MCEC Melbourne.

Poster board numbers will be displayed in the programme, please verify at the registration desk your number and the location of your allocated poster board. Please ensure that your poster is displayed on the correct poster board and on the correct day. Do not place your poster in an alternate location.

POSTER PRESENTATION TIME

| | |
|--------------------|-------------|
| Monday 5 August | 1400 – 1600 |
| Tuesday 6 August | 1000 – 1200 |
| Wednesday 7 August | 1000 – 1200 |
| Thursday 8 August | 1000 – 1200 |

To view when your poster is scheduled, please refer to the programme [here](#).

POSTER SET-UP/REMOVAL TIMES

You need to show your name badge to gain access to the poster area to set up your poster.

Delegates are requested to **set up their posters in the morning by 09:00** and **take them down at the end of the day by 17:45, except on Monday 5 August, they can be taken down by 18:30** as new posters are displayed every day.

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.

If you wish to have a handout of your poster, please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging are found on the floor the Congress Managers will remove them. If you wish to supply handouts you must hand these to delegates personally or provide a holder that can be attached to your poster board with Velcro. Poster packaging (e.g. poster tubes) can be left at the registration desk.

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

PRESENTATION OF POSTERS

Posters should be a visual presentation of your accepted paper and should meet the following criteria:

TITLE

The title should be the same as indicated in the final paper submission

CONTACT INFORMATION

Name of all authors and their organisation(s) should appear on the poster.

SIZE

Posters must be portrait A0 size (841mm wide x 1189mm high or 33.1in by 46.8in). Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Congress. It is therefore essential that the poster adheres to the specified measurements. Please do not print your poster on fabric as it will not hold on the boards with the Velcro.

LETTERING

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

RECOMMENDATIONS OF FONT SIZE

| TYPE OF TEXT | CHARACTER SIZE | CASE/STYLE | GENERAL ADVICE |
|-----------------|--|--------------------------|--|
| TITLE | 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 their organisation(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. |

FIRST TIME PRESENTING A POSTER? SOME 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 and other pictures be no smaller than 12cm x 18cm.
- A matt finish to the poster gives better visibility, as it reduces reflected glare.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

We wish poster presenters all the best with their presentations.
For further details or assistance please contact the Congress Managers.

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