Poster Guidelines

Prepared by the Australasian College of Dermatologists ASM Conference Office

Think Business Events

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Introduction

The ASM Committee thanks you for presenting at the upcoming Australasian College of Dermatologists Annual Scientific Meeting at Melbourne Convention and Exhibition Centre (MCEC) from 16 May to 18 May 2026 (ASM 58).

The ASM is a professional, education-focused meeting designed to support the exchange of ideas, the presentation of high-quality scientific content and the advancement of dermatology. College is committed to creating a welcoming environment in which all presenters, delegates and contributors can participate fully. As part of this commitment, we ask all presenters to be mindful of diversity and inclusion in delivering the content, examples and interactions, ensuring that every attendee feels respected, supported and able to engage openly with the program throughout the meeting.

This document has been prepared to assist you with planning a successful poster presentation for the ASM. We have included below a range of tools and features that you can use to leverage your presentation.

Should you have any questions about the requirements outlined in this document, please do not hesitate to contact the ACD ASM Office at acdasm@thinkbusinessevents.com.au

Checklist

Details	By When
Register and pay registration fee	19 March 2026
Hang your poster	Between 8:00 am and 10:00 am Saturday 16 May 2026
Attend and stand by your poster during the Poster Viewing Session in the Exhibition	5:00 pm – 6:00 pm Saturday 16 May 2026
Remove your poster	By 1:30 pm Monday 18 May 2026

Registration

All poster presenters must register, pay the applicable registration fees and be able to present at the ASM or organise a replacement in order to remain in the program. Poster presenters who fail to pay registration fees risk being removed from the program.

Please visit the ASM website at https://acdasm.com.au/registration to register.

Poster Information & Specifications

The information below outlines guidance, suggestions and practical tips to help you design and organise your poster effectively. This year, you may also include a QR code on your poster that directs delegates to an interactive video. Additional details about this option are provided below.

Posters will be displayed on boards within the Exhibition in Hall 3. You will be given a poster number closer to the ASM, please use this number to locate and hang your poster.

All posters should be a visual presentation of your submitted abstract. Posters <u>must</u> meet the following dimension criteria:

- The poster must be no larger than A0 size (841mm x 1189mm).
- Orientation of your poster MUST be in **<u>portrait style</u>**.
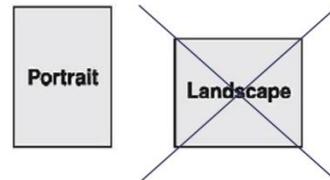
Printed Material

To support ACD's sustainability initiatives, presenters who do not intend to take their poster home during removal at the end of the ASM, are encouraged to print <u>without</u> plastic film or a gloss finish to ensure it can be recycled at MCEC.

Setup

Please arrange to print your poster and bring it with you to the ASM.

All posters must be put up between 8:00 am and 10:00 am on the first day, Saturday 16 May 2026.

Prior to the ASM, you will be allocated a poster number. When you arrive at the ASM, please find your allocated number and hang your poster. It is your responsibility to attach your poster to the display board, marked with your poster number.

<u>There will be no Velcro available on-site, so we recommend you bring your own.</u>

Removal

Posters must be removed by **1:30 pm on Monday 18 May**. Presenters who do not intend to take their poster home must dispose of it in the recycling bins located throughout the Exhibition Hall. Please note that any posters not removed by this time will be discarded, and the organisers take no responsibility for posters left behind.

Poster Viewing Session

A poster viewing session will be held on Saturday 16 May from 5:00 pm – 6:00 pm.

Those who were accepted for a poster are required to stand by their poster at this time to answer any questions from delegates. There are no oral presentations required at this social event.

Preparing your Poster

Designing the Poster

Posters can be designed using computer programs such as PowerPoint™, Corel Draw, or Adobe Illustrator. Professional designers deem that text of more than 950 words is too much to put on a poster.

Given the distractions that occur while reading posters, the poster should not contain large blocks of text. Neither should the poster contain long sentences. If possible, the sections should rely on images: photographs, drawings and graphs. Posters should be well laid out, professional and visually appealing, with a balance of text, graphics and neutral space. Poster made up of multiple pages will <u>not</u> be accepted.

Fonts

- We recommend sans serif fonts to enhance readability (ones without the little stalks on the end). Ex:

tahoma arial comic sans

- Suggested font sizes are as follows:
  - Title 85 - 210 point
  - Author names: 56 point
  - Headings 36 point
  - Paragraphs: 24 point
  - Captions 18 point
- The poster should easily be read from at least 1.2 to 1.8 meters away.
- Avoid using contrasting colours that are opposite on the colour wheel (i.e. orange and purple or green and red) because these combinations contrast too much and are difficult to read.
- The following examples are colour tones that provide adequate visual contrast to enhance readability:
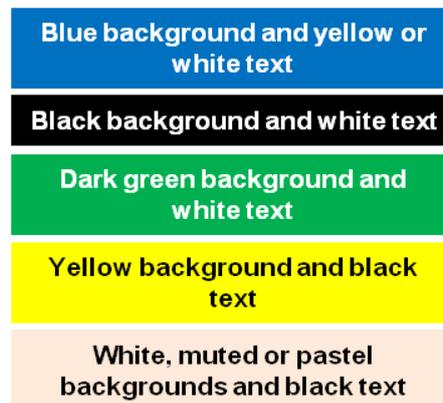
Spacing and Images

- Have enough blank space; too much text without breaks is overwhelming.
- Use a minimum of 2cm margins around the edge of the poster and ensure that there is at least 8-10 cm space between columns.
- Insert photos or graphics, but do not insert too many images or images without a clearly linked explanation to the topic.

QR Code – Interactive Talk

You may include a QR code on your poster that links delegates to an interactive video in which you present and discuss your work in more detail. The video should clearly summarise the key points of your poster, highlight the main findings or messages, and provide any additional context that may not fit within the printed layout.

The video should be **no longer than three minutes** in length to ensure it is concise and engaging. You can upload the video to a hosting platform of your choice (for example, Vimeo) and ensure that the link is accessible to delegates for the duration of the event. Please check that the QR code functions correctly before printing your poster and that any necessary permissions or privacy settings are configured appropriately.

On ASM Day

Please familiarise yourself with the following information prior to arriving on-site to ensure you have everything you need for a smooth ASM experience.

Key information

Dates: Saturday 16 May 2026 – Monday 18 May 2026
Venue: Melbourne Convention and Exhibition Centre
1 Convention Centre Pl, South Wharf VIC 3006

Registration Desk: The Registration Desk will be located on the Ground Floor of MCEC near the main entrance (on Convention Centre Place), Melbourne.

On arrival at the ASM, please collect your badge from the registration desk. Friendly staff will be on hand during opening hours to answer your questions and provide information about the ASM, venue and surrounds.