



**Institute of Brewing and Distilling
Asia Pacific Section**

GUIDELINES FOR POSTERS

Submission of Material

All presenters should supply the Editor IBD Asia Pacific with a summary (i.e. up to date Abstract if this has changed since original submission) of their presentation, a recent head and shoulders photograph (jpeg) and a short biography. The deadline for submission of this material is 9th December 2011. Preferably these should be emailed as separate attachments to the Editor at editor@ibdasiapac.com.au)

A Poster will not be accepted if it contains purely advertising material for a product or service. There must be a degree of technical merit in the Presentation. The Professional Development Committee reserves the right to refuse to accept a Poster which it deems inappropriate.

The full version of the Poster should be submitted via email to the Editor (mailto: editor@ibdasiapac.com.au) if less than 8MB (files larger than this will not normally be transmitted via email). If the file is larger than this please contact the Editor via email to discuss suitable arrangements. Procedures such as FTP could be instituted.

Only PC format is acceptable (not Mackintosh).
Preferred format for the Poster is Portable Document Files (.pdf)

Full version is required by 15th February 2012 to enable the Proceedings of the Convention to be produced and supplied to all delegates attending the Convention.

Guidelines for Poster Production

In addition to the electronic version supplied to the Editor for the Convention Proceedings, Presenters are required to bring to the Convention a full-size printed version of the Poster for display as per the details below. It is desirable that the poster be laminated if possible to protect the poster.

Posters will be displayed on **PORTRAIT panels that are 1.2 metres wide and 2.3 metres high.**

The panels are finished in velcro sensitive material. Velcro dots which can be stuck to the back of your poster will be supplied to make mounting your poster easy.

Your poster can be up to a maximum of 1.0 metre wide. In general, posters should be made up on AO sheets (841 mm x 1189 mm or 33.125" x 46.25" - this is the equivalent of 8 sheets of A3) and arranged to be displayed with the long axis vertical and the short axis horizontal (portrait orientation essential).

At the top of your poster include title, the author(s) and where the work was performed (organisation, city and country).

We suggest that it will be easy for people to view your poster if the lettering of this section is at least 2.5cm high. The smallest lettering on the poster should be no less than 1.0cm high. Illustrations should be visible from a 1 metre viewing distance. Keep the layout as simple as possible and avoid including too much information.

Setting up your Poster:

Your poster location will be indicated by an assigned number. This information will be included in the conference handbook which will be given to you when you register at the conference venue.

All posters will be displayed in the Convention area of the Hotel.

Set up day is Sunday 25th March 2012 between 1200-1800. Should this not be possible please contact the Editor (details below).

Breakdown is after 1500 on Thursday 29th March 2010 and should be completed by 1700.

Poster Presentation

We ask you or a colleague to stand by your poster during the Poster presentation time which is Monday 26th March between 1030-1230 to discuss your poster with interested delegates.

We encourage you to bring at least 20 double sided copies of your full poster and other material to expand on the information on the poster to distribute to interested delegates.

Key Dates

9th December 2011

5th February 2012

Final Abstract, Photo of Author and CV to be provided

Full Poster presentation to be provided for Publication as per Guidelines for Presenters above.

For queries regarding presentation and content please contact:	All other queries, please contact the:
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