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## *GUIDELINES FOR HARDCOPY POSTER PRESENTATIONS*

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The International Conference and Workshop on Lobster (and Crab) Biology and Management (ICWL) Organising Committee welcomes your contribution to the 2023 Conference.

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 attendance at the Conference by the **8 June 2023**. Please refer to your acceptance letter email for instructions on how to register as a poster presenter.

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

Poster Presenters are to attend the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

The registration desk is in the **Southern Cross Lobby**, at The Esplanade Hotel.

The desk will operate during the times below:

Sunday 22 October.....	15:00 – 19:00
Monday 23 October.....	07:30 – 17:00
Tuesday 24 October.....	08:00 – 19:30
Wednesday 25 October.....	08:30 – 12:30
Thursday 26 October.....	08:00 – 16:30
Friday 27 October.....	08:00 – 16:00

We encourage you to register as early as possible to allow for easy access into the Conference. **Please bring your confirmation letter along with you.**

### LOCATION OF POSTER DISPLAY AREA

Hardcopy posters will be displayed in the **Southern Cross Lobby**.

A list of hardcopy posters and allocated poster board numbers will be advised to you once the program is released. 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. Please do not place your poster in an alternate location.

### POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your name badge first so that you are able to gain access to the poster area.

**Set-up of posters:** Monday 23 October 2023 from 8:30

**Removal of posters:** Friday 27 October 2023 from 15:30

Any posters not removed by 1700 hours will be removed by the venue and discarded.

## POSTER PREPARATION

The poster should be a visual presentation of your submitted abstract.

Posters should meet the following criteria:

### TITLE

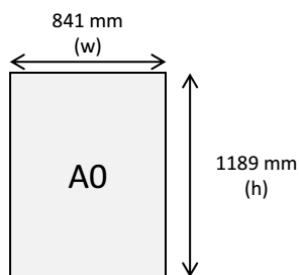
The title should reflect the content of your poster and match your abstract submission.

### CONTACT INFORMATION

Names, organisations, telephone numbers, e-mail addresses and the affiliations of all co-authors should appear on the poster.

### SIZE

The poster must be no larger than **portrait A0** (841mm × 1189mm) (2.7592ft x 3.9009ft).



### LETTERING

The poster should be easily readable at a distance of two metres. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles. Recommended styles are:

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
<b>TITLE</b>	20-24 mm or 100 point maximum	Title Case / <b>Bold</b>	At the top of the poster include the title of the presentation, the name of the authors and the contact details for each author.
<b>HEADINGS</b>	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.

<b>CONTENT</b>	24-28 point is suggested 32 point maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.
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### DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the poster.

### LANGUAGE

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

*Please note that a limited amount of velcro will be supplied for poster authors. If you will require a lot of velcro, we recommend bringing your own additional velcro to attach your poster to the poster boards – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.*

Thank you for your help in making the ICWL Conference a success.  
 For further details or assistance, please contact the Conference Managers.

ICWL 2023 Conference  
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