

## POSTER PRESENTATION GUIDELINES WASH FUTURES CONFERENCE 2018

Congratulations on being accepted to present a poster at the upcoming WASH Futures Conference 2018, 5 – 9 March 2018, Brisbane Australia. Below you will find instructions for preparing and displaying your poster.

### WASH CONFERENCE THEMES

All accepted posters have been determined to align with the themes of the conference. The overarching theme of this year's conference is: *Collaboration for Universal WASH*.

Within this overarching theme, there are 10 sub-topics:

1. Financing and investing to achieve universal and sustainable WASH systems
2. Collaborative and effective WASH enabling systems
3. Equitable WASH
4. Women and sustainable WASH
5. Sustainable WASH for rural populations
6. Urban water and sanitation systems
7. WASH service delivery beyond the household
8. Hygiene for personal health and wellbeing
9. Integrating WASH with water security and integrating with other sectors
10. Achieving SDG6 in Pacific Island Countries

**Your poster will align with the topic you nominated when you submitted your abstract.** Further information on each theme can be found on the website – [www.washfutures.com](http://www.washfutures.com)

### POSTER CONTENT

Your poster should include the following sections:

- **Title:** please use the same title you have provide to the conference organizers (as this is listed in the Conference Proceedings)
- **Presenting author and co-authors** names including the authors' affiliations, and/or the name of the institution where the work was carried out
- **Presenting author photo:** please place a photo of yourself in the top right hand corner of the poster to make it easier for delegates to identify you.
- **Brief summary:** 3-5 key messages you want delegates to remember about your work (please present these at dot points, near the top of your poster)
- **Need for the project/work:** provide a brief description of the problem/challenge your project aims to address, including who is/was the intended beneficiaries of the work/project
- **Project process/method:** if relevant, you may include a brief summary of the main steps taken in your project
- **Outcomes:** what were the main findings or outcomes from the project/work for the intended beneficiaries?
- **Lessons learned:** summarise (using dot points if possible) the key lessons gained from the project, for you, your organization and others in the sector, especially practical lessons for other conference delegates (including from other countries)

Where possible, you should include graphics or photos to assist with communicating this information.

Please remember that the poster will be viewed by delegates from many countries, and so your poster content should target an international audience. Using the above headings will ensure you provide information that is of interest to other delegates.

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### POSTER PRESENTATION – SHARING YOUR POSTER

All posters will be on display for the duration of the conference 5 – 9 March 2018. Please bring along an A4 size paper version of your poster to handout to interested delegates; these can be placed at your poster location for delegates to take when you are not present. It is not essential that you provide small paper versions of your poster.

In addition, there will be a dedicated 'Poster Viewing Session' following the closing plenary, on 5 March 2018, to encourage all conference delegates to peruse the posters and make contact with poster authors. We ask that presenting authors please be stationed at their poster during this time. This is an excellent opportunity for you to share your work with other delegates.

### POSTER AWARD

To further highlight the contribution of poster authors and encourage delegates to view the posters, there will be two WASH Futures Conference 2018 Poster Awards.

#### **Best poster – popular vote AUD500**

Conference delegates will be able to vote for which they think is the best poster. The winner announced during the conference dinner held Tuesday evening 6 March.

#### **Judges choice AUD500**

Formal judging will be undertaken by a judging panel and the winner announced during the conference dinner held Tuesday evening 6 March.

### POSTER SPECIFICATIONS

Posters will be displayed in **paper form only**. Please prepare posters with a portrait orientation, approximately 1189mm high by 841mm wide (A0 size). Nothing larger can be accommodated. Posters will be displayed on a free-standing board. Please ensure you provide enough velcro-dots to hang your poster – we recommend between 8 and 10 velcro-dots for the A0 poster size.

### PRINTING YOUR POSTER LOCALLY

If you would prefer to print your poster in Brisbane, poster printing is available from Snap South Brisbane – located just across the road from the Brisbane Convention and Exhibition Centre at 82 Merivale St, South Brisbane.

Posters can be emailed to [southbrisbane@snap.com.au](mailto:southbrisbane@snap.com.au) if under 10mb for printing. Please send your posters to Snap with a few days to spare to ensure they have time to print your poster. If larger than 10mb, the file can be uploaded to the website: [www.southbrisbane.snap.com.au](http://www.southbrisbane.snap.com.au). There is a button labelled "Send a File" - click this and follow the links; multiple files can be uploaded at once.

Payment can be organised directly through Snap South Brisbane; it is possible to pay via credit card or direct deposit. There is no charge for on-site storage if you would like Snap South Brisbane to store your poster until you arrive to collect it, however, if you require a postal tube you will need to request this when ordering.

### CONFERENCE REGISTRATION

All poster authors must register to attend at least one day of the WASH Futures 2018 and must have paid their registration fees in full prior to **5 January 2018**. Registration should be completed online at [www.washfutures.com](http://www.washfutures.com).

Please remember that conference registration, travel and accommodation is your own expense. There are special accommodation rates for delegates attending the WASH Futures Conference 2018 and are available upon registration.

### CONTACT DETAILS

If you need any further clarification or have any questions, please do not hesitate to contact Danielle Gadanyi from LOUD Events on +61 7 3868 2882 or email [danielle@loud.events](mailto:danielle@loud.events).

## POSTER PRESENTATION GUIDELINES WASH FUTURES CONFERENCE 2018

### SOME TIPS FOR PLANNING YOUR POSTER

**INITIAL SKETCH:** Plan your poster early and focus your attention on a few key points. Try various styles of data presentation to achieve clarity and simplicity. Does the use of colour help? What needs to be expressed in words? What information does the audience need to know?

**ROUGH LAYOUT:** Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. Ideally, the rough layout should be full size. Develop rough graphs and tables - this will give you an idea of proportions and balance.

**FINAL LAYOUT:** The artwork is complete. The text and tables are typed but not necessarily enlarged to full size. Now ask - is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is the pathway clear?

**BALANCE:** The figures and tables ought to cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large; do not omit text, but keep it brief. The poster should be understandable without oral explanation.

**TYPOGRAPHY:** Avoid abbreviations, acronyms and jargon. Use a consistent font throughout. Use large type, for example ARIAL.

**MOVEMENT:** The movement (pathway) of the eye over poster ought to be natural (down columns and along rows). Size attracts attention. Arrows, hands, numbers and symbols can clarify sequence.

**SIMPLICITY:** Do not overload the poster. More material may mean less communication. Ask yourself, what do I want the viewer to remember?

The poster should be self-explanatory, so that you are free to supplement and discuss particular points raised by viewers. Remember that your material/illustrations will be viewed from distances of one metre or more.

Thank you and we look forward to welcoming you to Brisbane soon.  
WASH Futures 2018 Conference Committee