

Water and WASH Futures CONFERENCE 2023 POSTER PRESENTATION GUIDELINES

Congratulations on being accepted to present a poster at the upcoming Water and WASH Futures Conference 2023, 13-17 February 2023, Brisbane Australia. Below you will find instructions for preparing and displaying your poster.

Water and WASH Futures 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: Achieving SDG 6 in a Changing Climate.

Further information on the conference themes can be found on the website – <https://washfutures.com/conference/>

POSTER CONTENT

Your poster should include the following sections:

- **Title**: please use the same title you have provided 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.

POSTER PRESENTATION – SHARING YOUR POSTER

All posters will be on display for the duration of the conference 13-17 February 2023. We recommend you bring along some copies of 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 14 February 2023, 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 Water and WASH Futures Conference 2023 Poster Awards – Best Poster (by popular vote) and Judges Choice (conducted via a formal judging panel). More information on these awards will be available in the next month.

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.

Please use the suggested poster template available at <https://washfutures.com/presenter-information/>.

PRINTING YOUR POSTER LOCALLY

If you would prefer to print your poster in Brisbane, poster printing is available from Brisbane Print Hub – located just across the road from the Brisbane Convention and Exhibition Centre at 28 Merivale St, South Brisbane.

Enquiries can be sent to sales@brisbaneprinthub.com.au or via the 'Request Quote' form on their [website](#). We advise you to send your poster to Brisbane Print Hub well in advance to ensure they have time to print your poster. Payment can be organised directly through Brisbane Print Hub. For those who are travelling from out of town, Brisbane Print Hub can deliver the posters to local hotels ahead of your arrival, or directly to the Convention Centre on the day of your event (must be a business day).

CONFERENCE REGISTRATION

All poster authors must register to attend at least one day of the Water and WASH Futures Conference 2023 and must have paid their registration fees in full prior to 10 January 2023. Registration should be completed online at www.washfutures.com. Please remember that conference registration, travel and accommodation is your own expense. There are special

accommodation rates for delegates attending the Water and WASH Futures Conference 2023 and are available upon registration.

CONTACT DETAILS

If you need any further clarification or have any questions, please do not hesitate to contact the Conference Organisers via waterandwashfutures@dreamweavers.com.au or phone 1300 883 809.

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.
Water and WASH Futures Conference Committee