

## Association of Children's Welfare Agencies Conference 2024 5-7 June 2024 International Convention Centre (ICC), Sydney

### DIGITAL POSTER PRESENTATION GUIDELINES

In order to ensure that your digital poster is submitted correctly, please take the time to **read these guidelines ahead of time.**

#### DIGITAL POSTER GUIDELINES

Digital posters will be available for viewing on the ACWA 2024 Mobile App and onsite on interactive kiosks (large vertically oriented touch TV screens). Attendees can zoom in or out and swipe to view more slides. Attendees can also contact you via the system to engage in a conversation about your poster.

Digital posters are created as PowerPoint presentations and uploaded into the ePresenter™ system. This system converts your poster presentation into an interactive format for viewing on hand-held devices and digital poster kiosks which are large vertically oriented touch TV screens. Delegates can access ePresenter™ through the Mobile App to:

- Browse, search and visualise other authors' digital posters on their own device.
- Contact authors via ePresenter™ to arrange private presentations or to make comments.
- Download your digital poster at your discretion (you may nominate this when uploading your poster via the online system).

**Digital posters must be submitted using the digital poster template** which is available for download from the [ACWA Conference website](#). Authors must then upload their digital poster to the online portal (*further details are below*).

**All digital posters must be uploaded to the online portal by 22 May 2024.**

## When creating your digital poster, please follow these guidelines:

- Download the digital poster template from the conference website at <https://acwaconference.com.au/program/>. The template on the conference website has been designed to display properly on the poster kiosks that will be used onsite.
- All digital posters must be submitted in either **.PPT or .PPTX format**.
- All digital posters must be submitted in **16:9 portrait orientation** using the digital poster template.
- You are limited to a **maximum of 5 slides** within your digital poster, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements). Posters that consist of only a single slide can still have embedded animations and/or multimedia.
- **JPEG or PNG** is the preferred file format for inserted images. Please be mindful of any copyright issues of photos used when creating your poster.
- Each submitted poster file in .PPT or .PPTX format must **not be larger than 1GB**.
- Font - Calibri, Verdana, Times New Roman and Arial are recommended.
- Font size - **72-80pt for Titles/Headings** and size **24-44pt for text blocks** are recommended.

## Support for multimedia:

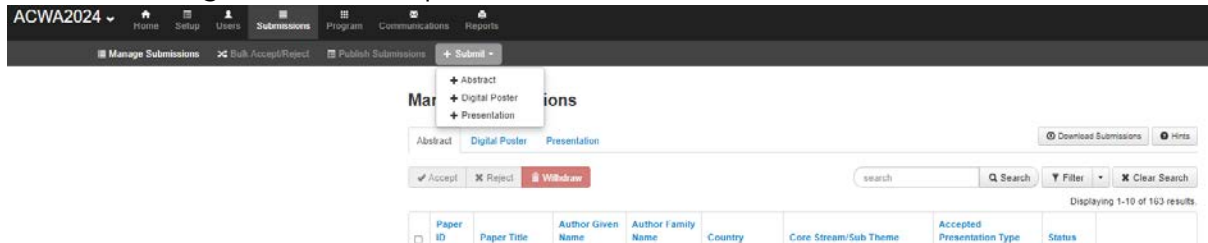
- Slide **transitions** and **animation** is **supported but not recommended**.
- Embedded videos are supported. Ensure the video is embedded into the presentation file ([more info](#)), as you will be unable to upload the video separately. The following formats are supported:
  - Video: AVI, WMV, MPG, MP4
- Audio will not be available on digital posters
- Attendees can zoom in or out and swipe to view more slides.

## READY TO UPLOAD YOUR DIGITAL POSTER?

This is done via the [online portal](#). All digital posters must be uploaded to the online portal by **22 May 2024**. Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the online portal:

**Please follow the below steps to upload your digital poster to the online portal**

1. Log into the online portal using your author login details [here](#).
2. Click on "Submissions" near the top of the screen and then select " + Submit" and " + Digital Poster" as per the screenshot below:



3. Ensure you follow the online guidelines provided within the portal.
4. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
5. Select whether you allow delegates to download your digital poster in PDF format.
6. When you are ready to submit your digital poster, select the "Submit" button at the bottom of the screen.
7. Once your digital poster been submitted if you select the "Digital Poster" tab the status will show as "Under Review".
8. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

In the weeks prior to the conference, the Conference Managers will ensure all accepted electronic posters are submitted correctly and 'approved' for viewing at the conference. Should you require assistance uploading your digital poster, please email us at [support@epresenter.com.au](mailto:support@epresenter.com.au) or [acwaconference@arinexgroup.com](mailto:acwaconference@arinexgroup.com).

**If you do not have PowerPoint installed**

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

Please [click here](#) to download OpenOffice.

Please [click here](#) for further information on using OpenOffice.

## BENEFITS OF SUBMITTING A DIGITAL POSTER

- You can track statistics on the number of views and downloads (if you allow this option) your digital poster receives.
- Your poster can be easily searched via the Mobile App.
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish.
- Delegates can download your digital poster in PDF format (if you allow them to do so).

## ONSITE AT ACWA 2024

In 2024 Poster Presenters have the opportunity to present their poster in the Pyrmont Theatre foyer with high traction during morning tea, lunch and afternoon tea breaks. The presenters will be allocated a **10-minute timeslot**. 5-minute presentation and 3-minute Question-and-Answer time.

The final digital poster presentation schedule will be available via the website and the Conference App once finalised.

If you have any questions, please see the Conference Managers at the Registration Desk.

## LANGUAGE

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

## GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your digital poster contains should be clear and understandable without a requirement for oral explanation. Methods should be presented simply and concisely.
- After the title, the two most important panels are the Introduction and the Conclusion. Based on these two slides, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These slides need to be very clear, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.

- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

Thank you for your help in making ACWA 2024 a success!

If you require further assistance, please contact the Conference Managers at:



**ACWA 2024 Conference Managers**  
**Arinex Pty Ltd**  
**Suite 2.2, 44 Market Street**  
**Sydney NSW 2000, Australia**  
**Tel: +61 2 9265 0700**  
**Email: [acwaconference@arinexgoup.com](mailto:acwaconference@arinexgoup.com)**