

# ATN Assessment Conference 2010 – Poster requirements and guidelines

## Purpose of posters

Poster sessions provide us with a great platform to inform and develop networks with people of similar interests. Since the Assessment Conference brings together academics, tertiary teachers, project leaders and team members who are passionate about assessment, the poster becomes an effective means of communicating the key message(s) of your initiative, stimulating interaction and network development.

## Timelines

1. Contributors need to submit an extended abstract on the on-line submission system by 19<sup>th</sup> July 2010.
2. Authors will be advised of poster times in the program by 30 October 2010. During these times you can respond to queries from delegates alongside your poster.
3. A two page summary of the poster can be submitted to the conference online submission system.
4. It is expected that contributors will bring their posters with them to the conference and affix them to allocated stands after registration. Should there be a need to arrange delivery to the conference venue, please contact the conference convenors via [atn.assessment@uts.edu.au](mailto:atn.assessment@uts.edu.au) for delivery address details.
5. Posters are to be collected from either:  
the poster space at the Conference site in the half hour after the conclusion of the conference,  
or  
from the conference convenors in the UTS Institute of Interactive Media and Learning Level 27 Tower Building.
6. Posters will not be kept beyond 26 November 2010.

## Before starting on your poster, please consider the following:

1. The criteria used to accept your submission:
  - Relevance to conference themes and intended audience
  - Appropriate level of scholarship, including use of relevant literature
  - Clear description of the methodology, practice, innovation or work in progress
  - Implications for theory, practice and/or policy.
2. Audience, or viewer, interest
3. Key messages you want to convey
4. Allowing sufficient time to plan and produce the poster
5. Various potential layouts
6. Different methods of production for the finished poster
7. Transportation and collection of poster after viewing.

## When developing your poster, please consider if:

1. The main message of a poster is clear and understandable without a verbal explanation
2. The purpose / rationale of the project is brief and informative
3. There is a good balance between text and graphics
4. The font size is legible from 2 - 3 metres
5. The text is legible, uncluttered and consistent (e.g. a sans serif font such as Helvetica)
6. Eye movement is natural (down columns, along rows, from larger to smaller, or guided by numbers and arrows)

## Further suggestions:

1. Dot points, lists or tables can be used to increase clarity and quality of information
2. Templates can be used to save you time and enhance the overall quality of the finished product (see below)
3. The poster has been reviewed for spelling, clarity of message, and is free of abbreviations, acronyms and jargon

**Poster requirements:**

1. Title of the initiative, project or research
2. Leader's name and contact details
3. Lead institution
4. Purpose/ rationale/ activities/ findings/ conclusion/ implications for practice/ key references
5. Posters of A2 size are preferred. A1 posters will be accepted. Posters are to be no larger than 841mm x 594mm. When selecting your poster size consider how it will be transported.

**Templates and tips:**

<http://www.iml.uts.edu.au/learnteach/forum/poster.html>

[http://www.kumc.edu/SAH/OTEd/jradel/Poster\\_Presentations/122.html](http://www.kumc.edu/SAH/OTEd/jradel/Poster_Presentations/122.html)

<http://www.tcnj.edu/~asper/posterrules.html>

**Acknowledgement**

*These guidelines have been customised and are used with the kind permission off Australian Learning and Teaching Council.*

