



GUIDELINES FOR DIGITAL POSTERS

The International Association of Forensic Sciences 2023 (IAFS 2023) Organising Committee welcomes your contribution to the 23rd Triennial Meeting of the International Association of Forensic Sciences in conjunction with the 26th Symposium of the Australian & New Zealand Forensic Science Society.

In order to ensure that your digital poster presentations are submitted correctly, please take the time to **read these guidelines ahead of time**. All posters must be submitted by **Tuesday 7 November 2023**.

Registration Details

Prior to the Meeting

All presenters are required to register and pay for the Meeting. If you have not yet registered, please [click here](#) to register and complete the delegate registration form and payment. Failure to register by **Wednesday 21 June 2023** will result in your poster being removed from the program.

Onsite at the Meeting

Please visit the registration desk when you first arrive at the Meeting and collect your name badge and other related materials. From there you will be directed to the interactive kiosks to check your presentation.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on the ground level of the Convention Building of the International Convention Centre Sydney (ICC Sydney).

Registration desk opening times:

Monday 20 November	1700 – 1900
Tuesday 21 November	0700 – 1700
Wednesday 22 November	0800 – 1700
Thursday 23 November	0800 – 1700
Friday 24 November	0800 – 1600

Digital Poster Guidelines

Digital posters will be available for viewing on the Meeting App and onsite on interactive kiosks (large vertically oriented touch TV screens) located in The Gallery Foyer Level 2. **Audio is not supported**. Attendees can zoom in or out and swipe to view more slides (maximum 4 slides per digital poster). Attendees can also contact you via the system to engage in a conversation about your poster.

Digital posters are created as PowerPoint presentations (see below) 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 ask questions.



- 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 website at <https://iafs2023.com.au/abstracts/> or from the digital poster submission page via the online portal (further details are below). *You are free to design your poster as you see fit, but the slide dimensions and orientation must not be changed.*

All digital posters must be uploaded to the online portal by Tuesday 7 November 2023. Posters not uploaded by the deadline will not be included in the Meeting program.

When creating your digital poster, please follow these guidelines:

- Download the digital poster template from the Meeting website at <https://iafs2023.com.au/abstracts/>. The template on the Meeting 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 4 slides** within your digital poster, organised as you wish. 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 of photos/graphics 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 – **30-40pt for Titles/Headings** and size **14-20pt for text blocks** are recommended. Note that font sizes under 14pt will be hard for other delegates to read.

Support for multimedia:

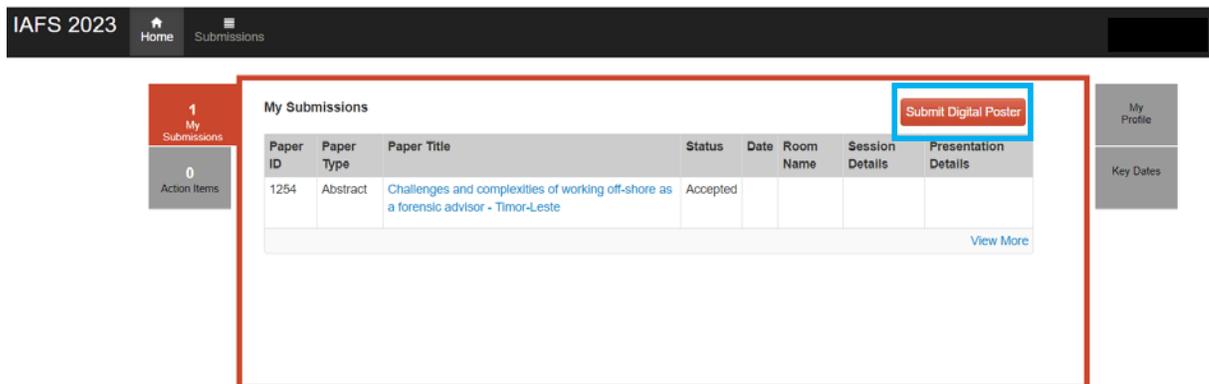
- Slide **transitions** and **animations** are **supported but not recommended**.
- Embedded videos are supported. Ensure that the video is embedded into the presentation file ([more info](#)), as you will be unable to upload the video separately. The following formats are supported:
 - Video: AVI, WMV, 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 **Tuesday 7 November 2023**. 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: <https://iafs2023-c10000.eorganiser.com.au/index.php?r=site/login>
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 permit 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 has 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. If you need to make any changes to your poster, you can modify the details within your submission, up until the submission cutoff date by selecting the ‘edit’ button.

In the weeks prior to the Meeting, the Meeting Managers will ensure all accepted electronic posters are submitted correctly and ‘approved’ for viewing at the Meeting. Should you require assistance uploading your digital poster, please email us at support@epresenter.com.au.

If you do not have PowerPoint installed

We recommend downloading free software such as OpenOffice which will enable you to create and save 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

- Your poster can be easily searched via the Mobile App and onsite using the poster display screens.
- You can be contacted directly by interested delegates and receive questions and opportunities for further discussion (note: your personal details are not shared).
- Delegates can download your digital poster in PDF format (if you allow them to do so).
- You can track statistics on the number of views and downloads (if you allow this option) that your digital poster receives.

Poster Awards

You will have the opportunity to receive a Best Digital Poster Presentation Award that is available for each Discipline (one award per Discipline).

Awardees will be selected based on the quality of the underlying research (or case study), the quality of their PowerPoint presentation, relevance to the meeting, and the overall contribution to the Discipline.

The awards will be announced at the Conference.

Language

Please note that the official Meeting 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 12 x 18 cm.
- 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 IAFS 2023 a success.
For further details or assistance, please contact the Meeting Managers.
IAFS 2023 Meeting Managers
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