



29th Biennial National Conference of the Concrete Institute of Australia
8-11 September 2019
International Convention Centre (ICC), Sydney, Australia
www.concrete2019.com.au

GUIDELINES FOR DIGITAL POSTERS

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 CIA19 Mobile App and onsite on interactive kiosks (large vertically oriented touch TV screens) located throughout the Concrete exhibition in The Gallery Level 2. **Audio is not supported.** 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 website at www.concrete2019.com.au/program/ or the digital poster submission page via the online portal (further details are below).

All digital posters must be uploaded to the online portal by 15 April 2019.

When creating your digital poster, please follow these guidelines:

- Download the digital poster template from the conference website at www.concrete2019.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:

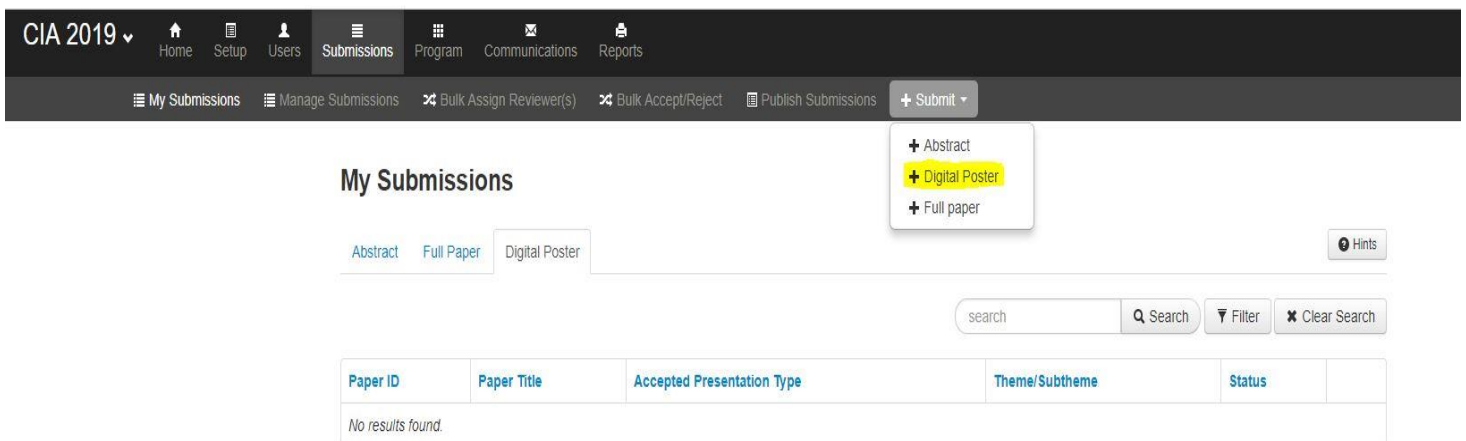
- Slide **transitions** and **animation** is **supported but not recommended**
- Embedded videos are supported. Ensure the video is embedded into the presentation file ([more info](#)), as you will be unable to upload the video separately. The following formats are supported:
 - Video: AVI, WMV, MPG, 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 **15 April 2019**. 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: www.cia2019-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:



The screenshot shows the 'My Submissions' page in the CIA 2019 portal. At the top, there is a navigation bar with 'CIA 2019' and various menu items like Home, Setup, Users, Submissions, Program, Communications, and Reports. Below this is a secondary navigation bar with 'My Submissions', 'Manage Submissions', 'Bulk Assign Reviewer(s)', 'Bulk Accept/Reject', 'Publish Submissions', and a 'Submit' dropdown menu. The 'Submit' menu is open, showing three options: '+ Abstract', '+ Digital Poster' (highlighted in yellow), and '+ Full paper'. Below the menu, there are three tabs: 'Abstract', 'Full Paper', and 'Digital Poster'. To the right of the tabs is a 'Hints' button. Below the tabs is a search bar with a 'search' input field, a 'Q Search' button, a 'Filter' dropdown, and a 'Clear Search' button. Below the search bar is a table with the following columns: 'Paper ID', 'Paper Title', 'Accepted Presentation Type', 'Theme/Subtheme', 'Status', and an empty column. The table currently displays 'No results found.'

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 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.

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.

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 THE CONCRETE 2019

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 the 29th Biennial National Conference of the Concrete Institute of Australia a success. For further details or assistance, please contact the Conference Managers.

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