



DIGITAL POSTER BRIEFING NOTES

The Concrete 2019 Organising Committee welcomes your contribution to the 2019 Conference.

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

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for the Conference. If you have not registered please visit www.concrete2019.com.au/registration/ and complete the delegate registration form and payment. Failure to register by 15 August will result in your paper being removed from the program and your paper will not be published.

Onsite at the Conference

Presenters will need to check in at the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

The **registration desk** will be located on the Ground Floor of the Convention Building of the International Convention Centre Sydney (ICC Sydney).

We encourage you to register as early as possible to allow for easy access to the opening of the Conference. **Please bring your confirmation letter with the barcode on it.** You will need to provide this (either a printed copy or on your mobile device) at the registration desk for your name badge to be printed. Your barcode will be sent in a separate email during the week prior to the Conference.

Registration desk opening times:

Sunday	08 September	16:00 – 18:00
Monday	09 September	07:00 – 17:30
Tuesday	10 September	08:00 – 17:30
Wednesday	11 September	08:00 – 16:00

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

LOCATION OF DIGITAL POSTER DISPLAY AREA

Digital poster terminals will be located throughout the Concrete exhibition in The Galley on level two of the ICC Sydney.

There will be scheduled 7-minute time slots during the lunch break on Tuesday 10 September for authors to provide a presentation on their poster. To check when your digital poster presentation has been scheduled, please refer to the '[Concrete 2019 Scientific Digital Poster Program](#)' available to download from the Conference [website](#). Alternatively, you can refer to the 'Digital Poster Showcase Stream' in the app.



DIGITAL POSTER PREPARATION

Digital posters will be available for viewing on the Concrete 2019 Conference Mobile App and onsite on interactive kiosks (large vertically oriented touch TV screens) located throughout the Concrete exhibition. 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. Delegates can access ePresenter™ through the Concrete 2019 Conference Mobile App to:

- Browse, search and visualise other authors' digital posters on their own device.
- Contact authors via ePresenter™ to arrange further discussion on the poster 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 Conference website at www.concrete2019.com.au/program/ or the digital poster submission page via the online portal (further details are below).

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
- If you would like to do so, 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
- Embedded videos are supported. Ensure the video is embedded into the presentation file, 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.



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 Concrete 2019 Conference 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 CONFERENCE

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 presentations 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 Concrete 2019 a success.

For further details or assistance, please contact the Conference Managers:

Concrete 2019 Conference Managers
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