



POSTER BRIEFING NOTES

The International Conference on Radar (Radar 2023) Organising Committee welcomes your contribution to the 2023 Conference program.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register for the Conference. If you have not done so already, please visit www.radar2023.org/ and complete the registration form.

Onsite at the Conference

Speakers will need to register at the registration desk when you first arrive at the Conference to collect your name badge and other related materials. From there, you will be directed to the Speaker Preparation desk where you must check in with the audio-visual technicians and upload your presentation.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located **Cockle Bay Foyer** on **Level 3** of the Sydney International Convention Centre. The desk will operate during the following times:

Monday 6 November 2023.....0700 - 1630

Tuesday 7 November 20230700 – 1630

Wednesday 8 November 2023...0700 – 1630

Thursday 8 November 20230800 – 1430

**times subject to change*

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located on Level 3 in the Foyer the International Convention Centre.

A list of posters and allocated numbers will be available on the Radar 2023 website and in the conference app. A poster board number will also be provided to you onsite upon registration. Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location. Posters will be displayed in themes identified by the Technical Program Committee.

POSTER PRESENTATION TIME

Authors are encouraged to stand by their posters during the poster session and the aligned refreshment break. Please liaise with delegates browsing the poster area.

POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your name badge first, so you are able to gain access to the poster area. Poster numbers are given in the schedule, available online and in the pocket program.

Please see the setup and removal schedule below:



SESSION ONE – WEDNESDAY 8 NOVEMBER 2023

Set-up of posters..... From 09:00 Tuesday 7 November 2023
All posters must be in position by 09:15 Wednesday 8 November 2023

Removal of posters..... After 10:45 Wednesday 8 November 2023
All posters must be removed by 12:30 Wednesday 8 November 2023

SESSION TWO – WEDNESDAY 8 NOVEMBER 2023

Set-up of posters..... From 12:30 Wednesday 8 November 2023
All posters must be in position by 14:15 Wednesday 8 November 2023

Removal of posters..... After 15:30 Wednesday 8 November 2023
All posters must be removed by 16:00 Thursday 9 November 2023

Note: No liability or responsibility will be accepted by the Conference Managers for Posters that are not removed by the stated time. Any posters not removed by the stated time above will be removed by the Conference Managers and discarded.

POSTER PREPARATION

Posters should stimulate discussion; not give a long presentation. Therefore, keep text to a minimum, emphasise graphics, and make sure everything in your poster is necessary. Posters should meet the following criteria:

TITLE

The title should reflect the content of your poster and match your abstract submission.

CONTACT INFORMATION

Name, organisation, e-mail address of the corresponding author and the affiliations of all co-authors should appear on the poster.

LETTERING

The poster should be easily readable at a distance of two metres. Use Sentence case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles.

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
TITLE	72 point is suggested 20-24 mm or 100 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the authors and the contact details for the corresponding author.
HEADINGS	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
CONTENT	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.
LABELS AND TEXT IN TABLES	28 point	Upper and Lower Case	Any description of methods should be simple and concise.



SIZE

The poster can be landscape or portrait. The recommended size is **A0 (1189mm x 841mm (3.9009ft x 2.7592ft x) (46.8 x 33.1 in))**. Larger posters will not fit on the poster board.

GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor, the Conference Managers will remove them. If you wish to supply handouts you must hand these to delegates personally.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.
- 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. **Please be mindful of any copyright issues of photos used when creating your poster.**
- A matte finish on photographs gives better visibility. Photographs should 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.

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

LANGUAGE

Please note that the official Conference language is English. **All posters must be made in English.**

Please note that Velcro will be provided to attach your poster to the poster boards – the use of pins to secure posters is not effective as the poster boards are covered in a felt material.

Thank you for your help in making the International Conference on Radar 2023 a success.

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

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