



POSTER PRESENTATION GUIDELINES

The 5th International Conference on Transportation Geotechnics Organising Committee welcomes your contribution to the Conference.

Please take the time to **read these guidelines ahead of time** to ensure your poster adheres to the correct specifications.

REGISTRATION DETAILS

Prior to the Conference

At least one poster author is required to register and pay for the Conference. If you have not done so already, please visit <https://www.ictg2024.com.au/registration/> and complete the registration form **as soon as possible**. Failure to register will result in the withdrawal of your poster from the program.

Onsite at the Conference

Please visit the registration desk when you first arrive at the Conference and collect your name badge.

If you have any queries regarding the program or your digital poster, please visit the registration desk located in the Marble Foyer on level 1 of the Sydney Masonic Centre. The desk will operate during the following times:

Tuesday 19 November 2024.....1400 - 1700

Wednesday 20 November 20240700 - 1800

Thursday 21 November 2024.....0730 - 1630

Friday 22 November 2024.....0730 - 1530

** Please note that these timings are subject to change*

SUBMISSION OF DIGITAL POSTER

Authors are required to upload their digital posters via the [eOrganiser portal](#) prior to the Conference. All presentations must be uploaded into eOrganiser by **Monday 4 November 2024**. This is to ensure your poster is uploaded and tested prior to you attending on the day.

When uploading your digital poster, ensure you select the correct submission type: **+ Submit Digital Poster**.

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located in the Banquet Hall on level 1. All posters will be pre-loaded to digital touch screens and authors will be allocated to a specific digital poster screen and session.

POSTER PRESENTATION TIME



During the scheduled meal and refreshment breaks, authors will be stationed near the digital poster screens based on the allocated time. Authors are encouraged to stand by their posters during their allocated poster presentation time to engage with delegates. Outside of these breaks, attendees will have the opportunity to view all posters via the touch screens. The final digital poster screen allocations will be confirmed in September 2024.

POSTER AWARDS

If you have nominated your abstract for consideration for an award, the announcement of award recipients will take place during the closing of the Conference on Friday 22 November 2024.

POSTER PREPARATION

When creating your digital poster, please follow these guidelines:

- Use the digital poster template provided by the Conference Managers. The template provided has been designed to display properly on the mobile app.
- All digital posters must be submitted in converted **.PDF format**. Please do not submit the presentation in .PPT or .PPTX formats.
- All digital posters must be submitted in **9:16 portrait orientation** using the digital poster template. Failure to adhere to this specification may result in incorrect display of your poster on the mobile app.
- You are limited to a **maximum of 1 slide** within your digital poster.
- Please be mindful of any copyright issues of photos used when creating your poster.
- Each submitted poster file must **not be larger than 100MB**.
- Font - Calibri, Verdana, Times New Roman and Arial are recommended.
- Font size - **35-45pt for Titles/Headings** and **20-25pt for text blocks** are recommended.

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 digital posters must be prepared in English.**

GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your poster contains should be clear and understandable without a requirement for 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 it. 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.
- 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.

CONTACT THE CONFERENCE MANAGERS

If you require further assistance, please contact the Conference Managers at:

Email: ictg2024@arinexgroup.com

Phone: +61 2 9265 0700

Thank you for your help in making the 5th International Conference on Transportation Geotechnics a success!