



SPEAKER BRIEFING NOTES

The International Conference on Radar (Radar 2018) Organising Committee welcomes your contribution to the 2018 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.radar2018.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.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on the **Boulevard Level** on level three of the Brisbane Convention & Exhibition Centre. The desk will operate during the following times:

Monday 27 August 20180700 – 1900
Tuesday 28 August 20180800 – 1700
Wednesday 29 August 2018.....0800 – 1800
Thursday 30 August 20180800 – 1400
**times subject to change*

LOCATION OF POSTER DISPLAY AREA

Poster boards will be located in the Boulevard Foyer of the Brisbane Convention and Exhibition Centre.

A list of posters and allocated numbers will be available on the Radar 2018 website and on the message board near the registration desk for viewing upon your arrival. 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 Scientific Program Committee.

POSTER PRESENTATION TIME

Posters will be separated into themes, with each theme being allocated a morning tea break on either Wednesday 29 August or Thursday 30 August 2018. Authors are encouraged to stand by their posters during refreshment breaks and liaise with delegates browsing the poster area. The themes and dates will be finalised closer to the Conference.

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 will be advised closer to the Conference date.

Please see the setup and removal schedule below:



SESSION ONE – WEDNESDAY 29 AUGUST 2018

Set-up of posters..... From 16:30 Tuesday 28 August 2018
All posters must be in position by 09:45 Wednesday 29 August 2018

Removal of posters..... After 13:30 Wednesday 29 August 2018
All posters must be removed by 15:00 Wednesday 29 August 2018

SESSION TWO – WEDNESDAY 29 AUGUST 2018

Set-up of posters..... From 16:30 Wednesday 29 August 2018
All posters must be in position by 09:45 Thursday 30 August 2018

Removal of posters..... After 13:30 Thursday 30 August 2018
All posters must be removed by 15:00 Thursday 30 August 2018

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 PREPATATION

Posters should stimulate discussion; not give a long presentation. Therefore, keep text to a minimum, emphasize 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.

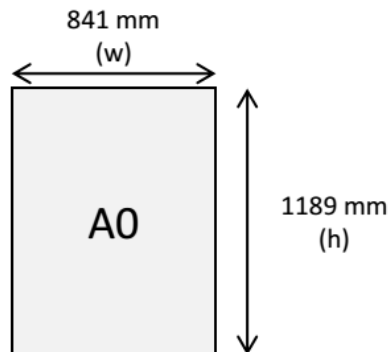
LETTERING

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 must be no larger than **portrait A0 (841mm × 1189mm) (2.7592ft x 3.9009ft) (33.1 x 46.8 in)**.



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 presentations must be made in English.**

Please note that you are required to bring Velcro 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 2018 a success.

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

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