

## POSTER GUIDELINES

This year we will be displaying physical posters with the option for you to add your own QR code which you could link to a video, report, further reading etc. You will need to check the security settings/file location and ensure that the QR code you provide will link to a file that can be accessed by readers.

Please click here for the [ASMIRT/NZIMRT 2025 Poster Template](#) and an [ASMIRT/NZIMRT 2025 Poster Example](#).

The philosophy of this comes from the following video <https://www.youtube.com/watch?v=1RwJbhkCA58>

The size of the posters are set as **A0 size** (1189mm x 841mm) in **Landscape** orientation.



**PLEASE DO NOT CHANGE** the sizing specifications of the poster in PowerPoint.

The following are **recommended** guidelines to follow in creating your poster for the ASMIRT/NZIMRT 2025 Conference.

### Layout

Please use the new template provided that can be used to easily design your poster.

Silent Presenter Bar	Punchline	Ammo Bar
<ul style="list-style-type: none"> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> </ul>	<p>Main finding goes here, translated into plain English. <b>Emphasise</b> the important words or <b>key message</b> for more impact and <b>readability</b>.</p>	<ul style="list-style-type: none"> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> <li>• [line]</li> </ul>

### Silent presenter bar

The Silent presenter bar (left side panel) is for easy to read snippets of important information relating to your main findings.

### Punchline

The Punchline (middle panel) is for your main findings and key message in plain English.

### Ammo bar

The Ammo bar (right side panel) is for extra graphs, tables, figures and information you are worried about leaving out.

### Content

- Bold the first names of anybody who's presenting.
- Less is MORE.
- Empty Space is important to allow the poster to breathe.
- Have appropriate spacing between the edge of your poster and the text as the printer cannot print to the very edge of the page. Give yourself a 2.5 cm margin around the edge.
- 500 words suggested maximum.
- Proofread and spell check your poster.

### Headings

To keep all posters being presented uniform, use the following headlines for your Silent Presenter Bar and Ammo Bar as relevant/required on your A0 poster.

- Title
- Authors/Affiliations
- Introduction/Background/Objective
- Methods/Participants
- Results
- Conclusions/Key Points
- References/Bibliography
- Acknowledgements
- Contact Info
- Additional Information

## Alignment, Fonts & Sizing

- The poster should be easily readable.
- Use UPPER and lower case for general content as the use of all-capital text is difficult to read.
- Avoid using a mixture of type/font styles.
- 0.8 spacing.
- Align text to the left.
- Center your punchline/summary statement.
- If your punchline is more than **2 lines**, **don't center it**. Centering makes your eyes do more work.
- We recommend not making the font size of your punchline smaller than **80pts**. If there is plenty of unused space then feel free to adjust the sizing of your fonts accordingly to better utilize the space.
- The font size recommended for headings in both the Silent Presenter Bar and the Ammo Bar is **30–42pts**. The font size recommended for body text in both the Silent Presenter Bar and the Ammo Bar is **20–22pts**.

### Recommended combination of fonts for title/headings and body text

- Arial Black/Arial Regular
- Helvetica Black/Helvetica Regular
- Verdana Black/Verdana Regular
- Tahoma Black/Tahoma Regular
- Calibri Black/Calibri Regular

## Colour

- Colours should be used to capture attention and highlight information and not distract the viewer.
- Keep it neutral.
- 2- 3 colours at most.
- Use colour combinations that complement each other.
- Light backgrounds with dark fonts or vice versa.
- Avoid colour in the sidebars with the exception of graphs/figures as it will pull the attention away from the center.
- Feel free to change the middle panel background colour of the template to suit your poster. This edit can be done using the slide master function.

## Guides & Gridlines

PowerPoint has some useful tools to assist with placement of items such as Text Boxes, Images and Graphs.

- The Guides tool displays two Guides (one horizontal and one vertical) that intersect at the center of the slide, dividing the slide into 4 sections. (Guides are not visible when printed).
- Gridlines are squares that appear and allow you to align shapes and other objects in your PowerPoint slide to distinguish between cell boundaries. They enable you to line up text boxes and images across the whole poster (Squares are not visible when you print).
- Keep text within gutter guides.

## Images

- Please use images of 300-600 DPI to ensure quality is maintained when being viewed online to allow zooming in and out.
- Save photos as jpg or png (preferable).
- Please ensure that your images fit inside the poster slide. You may have to resize and/or crop them.
- You can add in background images to the middle panel to help highlight your poster in a different way and make it fun.
- Check the file size of your image so that your poster is no larger than 12MB.

## Poster Printing

ASMIRT will be printing all Posters for the ASMIRT/NZIMRT 2025 Conference. Posters need to be uploaded to the web site by early February 2025. ASMIRT will provide you a final date and a link for the upload via email.

## Support Files

Download your template here

[ASMIRT/NZIMRT 2025 Poster Template](#)

Download an example of a completed poster here

[ASMIRT/NZIMRT 2025 Poster Template Example](#)