

## Digital poster guidelines

For abstract presenters | 9<sup>th</sup> Advance Care Planning International Conference 24-26 September 2026

Congratulations – your poster is accepted. Please use these guidelines to prepare your poster. If you are new to poster preparation and would like some additional tips, please contact us at [program@ccm.com.au](mailto:program@ccm.com.au).

**Deadline: Email poster submissions by 5pm Wednesday 28 August to [program@ccm.com.au](mailto:program@ccm.com.au)**

### 1. Poster format

- **Orientation:** Landscape (horizontal) orientation
- **Size:** 16:9 aspect ratio, 1080x1920px for digital display. Posters will be displayed in the conference app and on digital screens.  
This is the standard ratio for slides in the latest version of PowerPoint. To ensure your PowerPoint is set up with correct dimensions: click on the Design tab > Slide Size > Widescreen (16:9)
- **File Format:** Please submit your poster in pptx format  
You can use PowerPoint to prepare your poster: save your file as pptx and DO NOT enable document encryption or password protection.
- **Length:** Single slide only.
- **File Size Limit:** <10MB

### 2. Structure and content

Your poster should align with the content of your accepted abstract. You may like to use the sections below, or you can use different sections or subheadings if they are more appropriate for your content:

#### ✔ Title

- Match the abstract title
- Use large, bold font (40–60pt depending on layout)
- Include authors' names, affiliations, and contact email

#### ✔ Introduction / Background

- Brief context, rationale, and problem statement
- Why this topic matters in healthcare (especially in the Australian context)

#### ✔ Results / Findings

- Present key outcomes using charts, graphs, or tables
- Use bullet points or short paragraphs
- Highlight relevance to practice or policy

#### ✔ Discussion

- Interpretation of the results
- Limitations, significance, and implications

#### ✔ Conclusion

- Main takeaway(s)
- Practical recommendations

✓ **References (optional)**

- Only key citations if space allows (use small font, e.g., 10pt)

✓ **Acknowledgements & Funding**

- Credit collaborators, funders, or institutions

✓ **Contact & QR Code (optional)**

- Include a QR code linking to more information (e.g. full report, contact form, video)
- Include email address or professional social handle eg LinkedIn

### 3. Design Tips

Use the digital poster template provided or we suggest:

- **Fonts:** Use easy-to-read sans-serif fonts (e.g. Arial, Calibri, Open Sans)
- **Ensure high contrast** (dark text on light background or vice versa)
- **Graphics:** Use high-resolution images, diagrams, and charts
- **Avoid clutter:** Leave white space for readability
- **Accessibility:** Use colour-blind-friendly palettes, clear labels, and avoid jargon

### 4. Deadline, Submission and Display

- File naming convention (e.g. Lastname\_ID number.pdf)
  - You'll find your ID number at the top of your acceptance letter
- **Deadline: email [program@ccm.com.au](mailto:program@ccm.com.au) by 5pm Wednesday 28 August**
- Feel free to bring a small number of hard copy A4 versions to share at the conference