Presentation and Poster Guidelines

Submitting your presentation

For 15-minute individual/group oral presentations or lightning presentations, please prepare your slides according to the instructions below. Please send your presentations to nwqahforum@jcu.edu.au by COB Friday 29th May, 2026.

Please label your presentation as follows: Surname_Firstname. If you are submitting multiple presentations, please label 01, 02, etc. E.g. Smith_Jane01

For posters, please prepare your poster according to the instructions below and bring your printed A0 (recommended size) poster with you to the poster session.

Individual and group oral presentations

- 15-minute allocated per presentation
- Microsoft PowerPoint format only (.pptx)
- 16:9 (widescreen) aspect ratio preferred. To change this setting in Microsoft PowerPoint when preparing your document, click on the 'Design' tab, and then click 'Slide Size'. In 'Slide Size', select 'Widescreen (16:9)'. Please note: 4:3 format will work, but will not fill the entire screen when you are presenting.
- Embedded media and links to videos can be included in your presentation.
- Please include a title slide, including the title of your project and all author names

Lightning presentations

- 5-minutes allocated per presentation
- Microsoft PowerPoint format only (.pptx)
- 16:9 (widescreen) aspect ratio preferred. To change this setting in Microsoft PowerPoint when preparing your document, click on the 'Design' tab, and then click 'Slide Size'. In 'Slide Size', select 'Widescreen (16:9)'. Please note: 4:3 format will work, but will not fill the entire screen when you are presenting.
- **Maximum of FIVE slides**

Our presentation recommendations and tips

- Use of sans serif fonts such as Arial, Calibri or Helvetica for clarity and readability
- Font size of approx. 38-44 for body text and 80 for headings
- Avoid textured backgrounds
- Use light coloured text on dark background or dark coloured text on a light background
- Avoid using red and green text, as these can be hard to read on both light and dark backgrounds
- Avoid overloading your slides with too much information
- Be consistent with font, font size, and placement
- Ensure figures, images, and graphs (if applicable) are clear and legible
- Avoid animations or sounds (unless necessary, e.g. showing trends and changes, embedded media or video) as they can be distracting

We recommend you include slides for the following (if applicable to your project)
- Title slide (including presentation title, author names and institutional affiliations)
- Introduction/Background
- Research Question/s or project/program aims
- Methods
- Results/Findings
- Discussion
- Conclusions
- Future research (if applicable)
- References
- Acknowledgements (if applicable)

Academic Poster guidelines

- A0 size is recommended (841x1189mm)
- Portrait layout
- Poster display time will be advised when the conference program is released. You will be required to set up your poster display (or arrange someone else to do it for you) on the day.

Our poster recommendations and tips

- Fonts: Use a sans serif font such as Arial, Calibiri or Helvetica in a minimum size of 24 pt. for clarity and readability.
- Important information should be readable from 2-3 meters away
- Your poster title should be short and draw interest
- Avoid long narrative paragraphs, instead use short phrases, headlines and "bulleted" text throughout the poster - text should be clear and concise
- Use graphics, colours and fonts effectively
- Ensure font, font size, and layout is consistent
- Presenters are welcome to provide handouts or copies of poster panels if desired.
- Include acknowledgements, references, author name(s) and institutional affiliations
- Ensure figures, tables and images are in high resolution to ensure they are clear (at least 120 ppi)
- Posters can be designed using software such as Microsoft PowerPoint, Canva, Google Slides or graphics/design programs.