

## GUIDELINES FOR PREPARING YOUR PRINTED POSTER

- 1) The poster board surface area is 4 feet wide by 4 feet high (approximately 122 cm W x 122 cm H).
- 2) Material to affix your poster to the display boards will be provided to you by the Symposium.
- 3) In preparing your poster for the session, we suggest that you limit the amount of printed material to the least possible. Posters should not be elaborate, nor need they be expensive. If supplemental material is desired, you may hand out information sheets to those viewing your poster.
- 4) Poster material must be prepared in advance and text should be large enough to be read from a distance of 1 metre (3.25') or more.
- 5) Each poster must have a top label indicating the title of the paper, the names of the authors and their affiliations. The size of the characters for the title should be at least one inch high.
- 6) Keep illustrative material simple. Charts, drawings and illustrations are usually similar to those used in making slides - preferably with bolder, heavier figures. Simple use of colour is effective for adding emphasis. Mount illustration on fairly stiff paper - but NOT heavy cardboard.
- 7) Simple "Introduction" and "Conclusion" sections are usually helpful. When feasible, use graphs for demonstrating qualitative relationships, use tables for precise numerical values. Photographs should be in a matte finish, not glossy.
- 8) Do not fold posters; try to carry them in an appropriate container. Do not mail poster presentations in advance, they may not arrive in time; bring them with you to the Symposium.
- 9) Please note that there will be no audio-visual equipment in the moderated poster area.
- 10) Symposium Staff will be present to assist you.

Authors are responsible for the setting up and the removal of their posters according to the following schedule:

### MODERATED POSTER SESSION 1 to 4

**Mounting time:** Wednesday, May 24 from 11:00 to 15:00

**Presentations:** Wednesday, May 24 from 15:30 to 16:45

**Removal:** Wednesday, May 24 from 17:00 to 18:00

### MODERATED POSTER SESSION 5 to 8

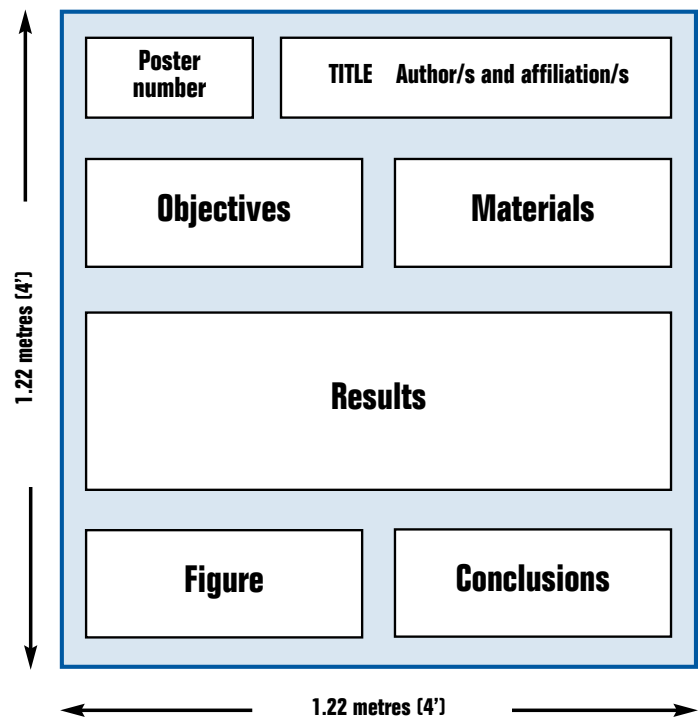
**Mounting time:** Thursday, May 25 from 07:30 to 10:00

**Presentations:** Thursday, May 25 from 10:15 to 11:30

**Removal:** Thursday, May 25 from 12:00 to 14:00

Presenters are responsible to remove their posters in time. Otherwise it will be discarded at the end of the Symposium. The Symposium Secretariat cannot accept liability for lost or damaged posters. The Symposium Secretariat will not mail posters to authors after the meeting.

**Poster board face is  
1.22 metres (4') wide x 1.22 metres (4') high**



### For more information, please contact:

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