CED-IADR/NOF 2017: POSTER PRESENTATION GUIDELINES

POSTER SIZE

All poster walls will be used **VERTICALLY.**

Dimensions of the poster walls are **95 x 238 cm (W x H)**. These are the maximum dimensions to follow when creating your poster, but it is recommended you make your poster smaller.
The **standard dimensions for a poster will be 90 cm width x 130 cm height** (size A0)

Only adhesive tape can be used to mount posters. Adhesive tape to fix your poster will be provided on your poster wall. It is not allowed to use your own tape.

Include your FINAL PRESENTATION number that you have received with the presenter notification letter on June 2, 2017, in the top right corner of your poster. *(If you do not find your notification letter back, you can look it up in the abstract submission system ScholarOne. Log-in to ScholarOne and read on the top right corner your email notification with the final presentation number.)* The final presentation number should be large enough for people to quickly identify your poster as they are walking down the aisles.

POSTER PRESENTATION TIMES

Mount Posters	Poster Viewing Time	Remove Posters
Thursday, September 21 08:00-08:30	**Thursday, September 21** 08:30-17:30 **'Presenter at Poster' from 11:30-12:30**	**Thursday, September 21** 17:30-18:00
Friday, September 22 08:00-08:30	**Friday, September 22** 08:30-17:30 **'Presenter at Poster' from 11:30-12:30**	**Friday, September 22** 17:30-18:00
Saturday, September 23 08:00-08:30	**Saturday, September 23** 08:30-12:30 **'Presenter at Poster' from 11:30-12:30**	**Saturday, September 23** 12:30-13:00

POSTER PRESENTATION GUIDELINES

- On June 2nd you have received the presenter notification in were the final presentation number is mentioned. The final presentation number will be used to locate your poster wall in the poster/exhibition hall by meeting delegates. The final presentation number will identify the poster in the program book and online program. **You must incorporate your final presentation number into your poster display.**
- During poster set-up, look for your presentation number on the top of the poster wall. **DO NOT remove the number sign**, since others will need to use that information to find their poster location throughout the meeting.
- Friends and colleagues cannot set up your poster for you.
- **You are required to stay at your poster at your assigned presentation time (Presenter at Poster) only which is from 11:30 – 12:30hr.** Except for the 'Presenter at Poster' moment you are not required to be at

your poster during the entire poster viewing time. IADR keeps track of no-shows, or presenters that are not at their poster for the duration of the session. Co-authors and/or mentors may be available to assist in answering questions; however, they may not present the paper.

- Posters must remain up until the time specified.
- IADR will not be responsible for posters and materials left on poster walls after the stated hours.
- You must set up and tear down your poster during the designated times. No exceptions will be allowed.
- You must be knowledgeable in your subject and answer questions during your presentation (Presenter at Poster).
- Check for spelling mistakes.
- If you are both a symposium speaker and a poster presenter at this meeting do not repeat symposium material in your individual presentation.
- If applicable, presenters should mention the sponsors of their research in their presentation.
- Presenters may have copies of their presentation available as handouts. This is not mandatory, just an option for the presenter to increase the impact of the presentation.

POSTER DESIGN

The presentation must cover the same material as the abstract submitted. Please use the following instructions:

- Final presentation number of the abstract, title and author(s) must be included on the poster.
- You may display your figures, tables, text, photography, etc. in the best manner for your abstract. Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Color can be effective if used sparingly; use saturated dark colors on white background and rich, bright colors on dark backgrounds.
- Briefly describe procedures and materials. Define all trade names first then use generic names throughout. All compounds and drugs must be identified.
- Prepare all illustrations neatly and legibly beforehand in a size sufficient to be read at a distance of 2 m. Hand-lettering should be at least I cm high. Shade block letters if possible. Typed material should be prepared with large type.
- A series of typewritten sheets attached to the poster wall is not an acceptable poster.
- It is helpful if the sequence to be followed is indicated by number, letter, or arrows.
- Please do not write or paint on the poster board.
- Attach a small photograph of yourself to the poster so other participants can recognize you as the presenter.

QUICK RESPONSE (QR) CODES

Though not required, IADR permits you to create and use QR codes in conjunction with your poster as a method of sharing more information with meeting delegates.

QR codes are two-dimensional bar codes that are intended for rapid decoding of content. Through the use of a QR code reader, these codes can be scanned by smartphone users to secure the encoded information. QR codes can contain URLs, contact information, coordinates, email addresses, phone numbers, SMS messages and even just plain text.