



27th International Conference, Paris 2010

Guidelines for Poster Presentations in a Facilitated Session

Guidelines for Facilitated Poster Session

Your abstract has been selected for ISQua's 27th International Conference for a 5 minute poster presentation in a facilitated session

You will have to:

- Prepare a poster to be displayed during the congress. (size guidelines below)
- Hang your poster in a special designated area, for the Facilitated Session, details for which will be published in the final programme
- Meet the session chairperson in the designated area at least 15 minutes prior to the start of your scheduled session
- Be prepared to speak to your poster for no more the 3 minutes to be followed by 2 minute of questions
- In order that you can be properly introduced please provide the chairperson with your name, position, organisation and country, in writing.

General Guidelines for Posters

Poster dimension

- Poster maximum size:
 - Height: 1.60m
 - Width: 0.90m

Please, note that the orientation format of your poster is **Portrait**

- The poster board will be slightly bigger in order to fit your poster.
- Each poster board is numbered corresponding with your Poster registration number (e.g.: P001). A list will be available on site with the reference number, poster title and list of authors.
- Fixation: Double-sided tape will be provided on site at the Conference Welcome Desk.
- Set-up and dismantle:
Authors are fully responsible for the set up and dismantling of their poster according to the schedule given.

Set up: From 07:00 on Monday 11th October 2010
Dismantle: Before 14:45 on Wednesday 13th October 2010

Guidelines

- Posters should display at the top: the title, authors and institutions of origin in large letters and contact details (optional) .The background, hypothesis, aims, material and methods, results and conclusions should follow, and should be designed so that the poster can easily be read at a maximum distance of 2 metres.

- Authors must bring their posters already printed. There will be no printing services available on site.
- The organisers are not responsible for loss or damage to those posters which are not removed by authors within the times of dismantling. Posters not removed by their authors will be taken down by staff and no responsibility can be taken for their safe return.

Poster Reception

- Authors of accepted posters are requested to stand by their poster to be able to discuss it with participants during the 'Meet the Poster Presenters' Reception on:

Tuesday, 12th October 2010 from 18:00 to 19:30

Conference Registration

You must be pre-registered for the conference in order to display/present your poster and have your abstract published in the final programme, go to www.isqua.org to register now. You should check in at the Conference Registration Desk located on the Level 0 of The Marriott Rive Gauche Hotel. The location of your session will be published in the final programme, which you will receive when you arrive.

Registration opening hours are as follows:

Sunday 10th October	07:30 to 20:00
Monday 11th October	07:00 to 17:00
Tuesday 12th October	07:00 to 17:00
Wednesday 13th October	08:00 to 16:30