

CAOS-International 2006 Conference

SPECIAL POSTER SESSION GUIDELINES

Poster sessions have become a good way for authors to present papers and to meet with interested attendees for in-depth technical discussions. In addition, attendees find the poster sessions an effective way to sample many papers. Thus it is important that you display your message clearly and strikingly so as to attract people who might have an interest in your paper.

Poster Presentation:

SESSION 1 Thursday, 22 June, 13:30 - 14:30

SESSION 2 Friday, 23 June, 13:30 - 14:30

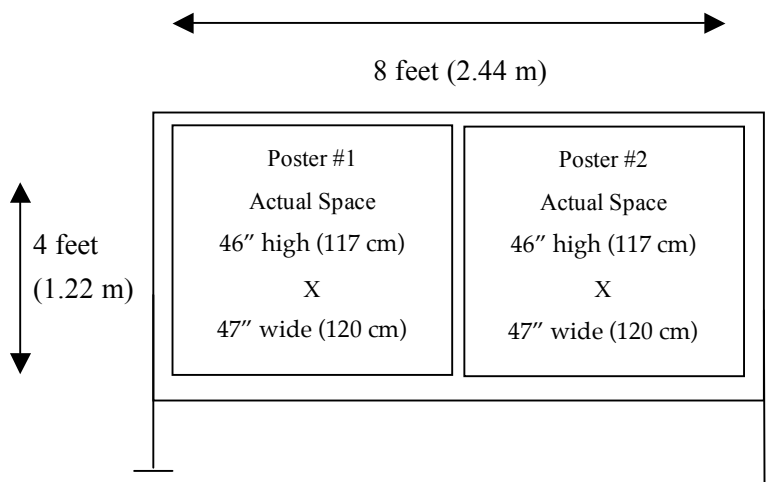
Please plan to spend the entire time at both sessions at your poster for questions and discussion during these timeframes. The special posters will be located in the Foyer, Convention Floor at the Fairmont The Queen Elizabeth.

Set-up and Removal:

The room and poster boards will be available for you to set up on Wednesday, 21 June, from 17:30 - 20:00 and Thursday morning, 22 June, from 6:45 - 10:00. Your poster presentation must be in place by 10:00 on Thursday, 22 June. It must remain in place until Saturday, 24 June at 13:00. You are **not** expected to be at your poster other than the "actual" poster session times stated above. All materials **must** be removed by 13:00, Saturday, 24 June.

Poster Board Size:

The posterboard is self-standing and is 4 feet high X 8 feet wide (there is approximately a 2.5" border around the edge). You will be sharing the 4' X 8' space with another presenter. The actual space where you may place your poster is 46" high X 47" wide (117 cm X 120 cm). Tacks and push-pins will be provided for your use (approximately 12 - 15). Double-sided tape **is not** allowed.



Please note diagram is not to scale.

Audio Visual:

There is limited power and space for audio visual needs. You are welcome to bring your own laptop computer and run it off your battery. Please contact Shirley Galloway at sgalloway@pmmiconferences.com if you require a small table.

Helpful Hints for First Time Preparers:

- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.
- Carefully and completely prepare your poster well in advance of the Conference. There will not be time nor materials available for last minute preparation at the Conference. Try setting up the poster before you leave for the Conference to see what it will look like and to make sure that you have all of the necessary pieces.
- The title of your paper should appear at the top of your poster in CAPITAL letters that are at least 1 inch high. Below the title put the authors' names and affiliations.
- Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- Use text sparingly. Try to state the main result of your paper in 6 lines or less in lettering about 3/4 inches high. This way people can read the poster from a distance. People will not read a lot of text and certainly will not read typewriter sized text.
- The flow of your poster should be from the top left to the bottom right. Use arrows to lead the viewer through the poster.
- Make your poster as self-explanatory as possible. This will save your efforts for technical discussions.