



GUIDELINES FOR POSTER PRESENTATION – CIE 2015

Please, pay careful attention to these guidelines which are intended to assist you by providing all instructions you may need.

Please inform the CIE Central Bureau immediately of any changes in title, presenter or mailing address.

Size of Posters

150 cm high; 90 cm wide (your poster must not exceed these dimensions!)

Preparing your Poster

The presentation on the poster has to be in English.

Organize your poster as follows:

- Purpose/introduction - subjects and methods - results - discussion/conclusion.
- Keep all elements of your poster (pictures, tables, graphics, drawings, photos) simple.
- Make sure that the poster speaks for itself and does not require extensive explanations.
- Please do not forget that your poster will be read from 1 m distance – so keep the font size large enough.
- Avoid commercial reference. Advertising of products is prohibited.

Mounting

Due to the large number of posters there will be 3 poster sessions. You will be informed in due course which poster session you are assigned to and when and for how long you have to mount your poster.

Mounting material will be available on site. Staff will assist you in locating your poster wall and setting up your poster. Storage facilities for wrappings will be provided. Kindly contact the Registration Desk on-site.

Removal

Like the mounting of the posters the removal has to be performed according to the assigned poster session. You will be informed of details in due time as well.

Please note that all posters which are not removed in time will have to be destroyed.

CIE and its staff are not responsible for packing, removing or shipping your poster.

Should you have to leave before your assigned removal time, please designate a colleague to be responsible for removing your poster.

Claims

Neither CIE nor the Conference Venue are responsible for any loss or damage of your poster or can be held liable for injuries to persons or damage to property owned by the poster presenter. CIE and the Conference Venue are free from all liabilities which may arise from the poster presenter's participation in CIE 2015 and its activities.