

Information for Poster Presenters: **Note Revised Set Up and Take Down Times**

Poster Session Times

Please refer to the Program Agenda for the times assigned to your poster session. Each poster may be displayed for at least 1.5 days, to allow more time for informal discussions beyond the period of an individual poster session. During the period allotted to your session, please remain at your poster, to make it convenient for attendees to discuss your presentation with you. Poster sessions are intentionally scheduled between a break and lunch to allow more flexible periods for discussion.

Poster Display Panels

The size of space allotted to your poster is 44" high by 42" wide (112 cm by 107 cm). Do not exceed this size. Posters will be mounted on bulletin boards with push pins. Please do not remove the label identifying your poster number from the space assigned to you. Two posters will be assigned to each side of a bulletin board panel. The top edge of the bulletin board is approximately seven feet above the floor. The bottom edge is approximately three feet above the floor. The aisle width is 8-10 feet (2.4–3.0 m) between panel rows.

Additional Equipment

If you want to incorporate a Laptop/Computer for your poster, please contact Mona Springfield (mspringfield@ou.edu) to check on availability and cost. You will need to provide your own computer and power supply. ICAE2014 will not be responsible for providing presenters with computers or power. Internet access may be sporadic or unavailable in the display hall. Please plan accordingly.

Poster Set Up and Take Down Schedule

Make sure your poster is set up before your session is scheduled to start.

Monday poster sessions (Sessions 1 & 2):

Set up: Sunday afternoon 4:00-7:30 pm or starting at 7:45 am on Monday.

Take down: By noon on Wednesday.

Tuesday poster sessions (Sessions 3 & 4):

Set up: Sunday afternoon 4:00-7:00 pm or anytime on Monday.

Take down: Session 3, by noon on Wednesday. Session 4, by 6 pm on Wednesday.

Wednesday poster sessions (Sessions 5 – 7):

Set up: After 4:00 pm Sunday or anytime Monday - Tuesday

Take down: Wednesday evening or by 8:00 am on Thursday.

Thursday poster sessions (Sessions 8 – 10):

Set up: After noon on Wednesday.

Take down: By the end of the last poster session on Friday.

Friday poster sessions (Sessions 11 & 12):

Set up: Session 11, after 6 pm Wednesday. Session 12, after 8:00 am on Thursday

Take down: After your session, within 45 minutes of the end of the conference.

Some Suggestions/Guidelines for Poster Presentations

- Place the title at the top center of the poster in 54–72 point font (1.9–2.5 cm tall).
- List the authors at the top center of the poster, just under the title, in 44–62 point font (1.5–2.2 cm).
- Avoid hand drawn materials.

- Make the layout of the poster simple, with a logical flow that is easy for readers to follow.
- Do not simply post the pages of your paper.
- Make figures and text large enough to be easily read from a distance of 2–3 feet (0.6–1.0 m).
- Use color, graphics, charts, and photos, where feasible.
- Paragraph and figure titles and lists of key points should be in larger or bolder type than other text.
- Do not cover every detail of your paper on your poster. Save some points for one-on-one discussion.
- Check the program for the set-up, take-down, and presentation schedule for your session.
- Please note that any posters left up after their take-down deadline may be discarded in trash.

Large Format Poster Printing

Many authors find that printing a large format poster is the most convenient way to organize their presentation. If you want to send a graphics file of your poster to a printing service to print a large-format poster for you, several national companies offer this service. The University of Oklahoma Printing Service can print 36" wide posters for you at a cost of \$60 for printing on matte-finished bond paper and \$85 for printing on semigloss paper. Both papers are of comparable weight.

ICAE2014 staff will take posters printed by the University of Oklahoma to the NCED, where you can pick up your poster when you register. To have printed posters available during registration on Sunday, 15 June, or on Monday, 16 June, files must be uploaded to OU Printing Services and payment arranged no later than Tuesday, 10 June 2014. The deadline for posters to be available after Monday is four business days (i.e., not counting weekends) before the poster is needed.

The following are Printing Services' instructions for having your poster printed:

Submit the poster you want printed as a print-ready file, meaning a PDF built at the final size to be printed.

Go to <http://printing.ou.edu/upload/> and follow the 4 step process described below:

Step 1. Enter the name, email address, and telephone number of the contact person for your poster.

Step 2. Under comments, type: **ICAE 2014 / Mona Springfield / #Paper choice#**

In place of #Paper choice#, insert your choice of paper, either **BOND** or **SEMIGLOSS**

Step 3. In the drop-down menu for customer service representative, select "**OU-Laura Patterson**"

Step 4. Press the button for "Select Project Folder." This will open a dialog box for you to find your file on your local computer or on your computer network.

Once the file is attached, the website will notify the sales representative. Please email: laurapatterson@ou.edu if you have any concerns about printing your poster.

MAC users: Note that the Safari web browser will not work with this page. Please use Firefox or Chrome.

If you are having trouble with our normal upload process, please see the WeTransfer link immediately above the 4 step process at <http://printing.ou.edu/upload/>.

Shipping Posters

If you decide to ship your poster, NCED Conference Center and Hotel can accept shipment of materials no earlier than one (1) working week prior to the start of your event (i.e., no earlier than 9 June 2014). NCED Conference Center and Hotel will accept up to four boxes or poster packages to an individual or vendor at no cost. Additional boxes are \$25.00 per box.

Please address your boxes or poster packages as indicated below, so that they may be delivered in an accurate and timely manner:

NCED - Conference Facilities

Attn: Conference Services / ICAE2014 / Your Name

2801 State Hwy 9, East

Norman, OK 73071-1197