

GUIDELINES FOR POSTER PRESENTATIONS

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Poster presentations are a critical part of ISSWs and offer a valuable opportunity to share and discuss your ideas among the global avalanche community. The poster presentation format allows presenters to connect personally with other delegates and offers the chance for detailed discussions with full two-way dialogue. This document contains detailed information about the following topics:

- Format of poster sessions
- Preparing your poster
- Hanging your poster
- Giving your presentation
- Removing your poster

Please read these instructions carefully and let me know if you have any questions. We are looking forward to seeing your presentation and we will do our best to make this a satisfying experience for you.

If you have any additional questions or need help, please feel free to contact me by email (posters@issw2014.com) or phone (+1-250-837-8760). I will be available at this number both before and during the conference.

FORMAT OF POSTER SESSIONS

There are four separate poster sessions, one on each conference day with the exception of the field day on Wednesday. The poster sessions are themed, and these themes are designed to complement the topics being addressed during the oral sessions for that day.

Poster sessions are being held in the Kinnear Centre on the 3rd Floor in rooms 303 and 305 from 11:35-13:30. The sessions have been planned to run through the lunch period. During that time a buffet lunch is being provided for delegates (included in their registration), available on the 1st and 2nd Floor of the Kinnear Centre in the Husky Great Hall. We have provided sufficient time for delegates to have lunch as well as circulate through the 40-50 posters in each poster session. Some delegates will choose to eat first and then circulate through the posters, while others will choose to view the posters first and then have lunch. Delegates will be able to take desert and coffee with them into the poster presentation rooms to maximize the time they can spend attending the poster session.

You should have already received information about what day your poster presentation is scheduled for. You may review this information at <http://www.isswabstracts.com/schedule.php>. Select "Poster" under "Presentation Format" and then note the date of your presentation.

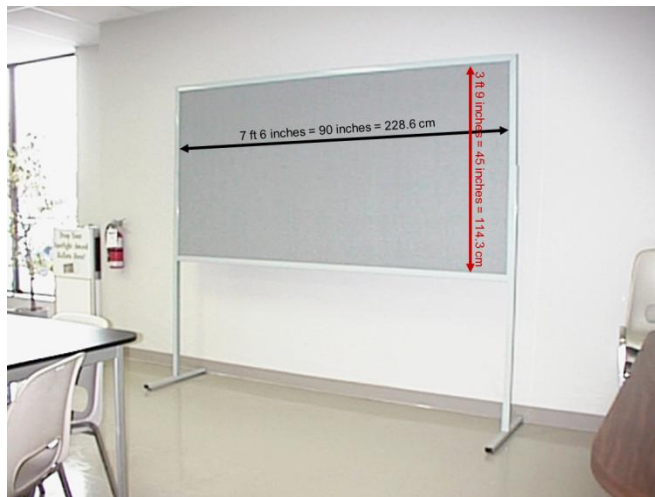
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PREPARING YOUR POSTER

Hopefully your poster is well underway to being created by now. As you finalize your design and content, please bear the following in mind:

The posterboards measure 236 cm x 122 cm (7'9" x 4') in landscape orientation (see photo). They are Velcro and Thumbtack compatible. Thumbtacks for hanging posters will be provided. While you are not required to fill the entire space of the posterboard, you should consider how to give your poster sufficient impact to be recognisable to delegates who wish to take an interest in your work. If printing a very large poster is impractical or cost-prohibitive, consider printing several smaller posters and arranging them next to each other on the posterboard. The maximum dimensions of your poster should not exceed the posterboard dimensions.

- Try to make your poster legible from 3-5 feet away. If using Powerpoint to prepare your presentation, consider the following font sizes:
 - Title: 90-120 pt font
 - Headings: 70-80 pt font
 - Main text 36-40 pt font
- Indicate clearly how your study or case history is unique or unusual. If you have a novel approach, make sure that comes across in your poster presentation.
- Clearly label your sections.
- Carefully consider the amount of text you place on your poster. While text is useful to provide detail about your study, too much can be difficult to absorb, especially by the casual reader.
- Space out text to make it easy to read.
- Visual items such as graphs, diagrams and photos make excellent elements on a poster. Ensure they are clearly labelled and have a caption to explain what they are illustrating.



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HANGING YOUR POSTER

You are required to hang your poster between 7:00 and 7:30 am on the day of your presentation.

Please show up to room 305 on the 3rd floor of the Kinnear Centre during this time. There will be a layout available at that time showing where you should hang your poster. Your posterboard will have your name and presentation title on it. Thumbtacks will be available for you to hang your poster with.

Your poster will be on display for the whole day. Delegates are free to wander around the poster presentation room at any time, although the formal poster presentation session is when most people will choose to view the posters.

GIVING YOUR PRESENTATION

You should aim to be standing by your posterboard as close to 11:35 on the day of your poster presentation as possible. If you are attending the oral sessions in the morning, please try to leave the final session promptly to allow time to get to the Kinnear Centre. You might want to consider viewing the session before lunch from the simulcast room (301 of the Kinnear Centre).

Lunch is being offered to poster presenters on the **2nd Floor of the Kinnear centre at 11:15**. This is a good opportunity to eat lunch before your presentation as well as meet other poster presenters.

If you intend to use a laptop or tablet to augment your presentation, please ensure batteries are fully charged. It will not be possible to run extension cords across the room to provide power to posterboards.

While the intention is for you to be mostly present at your posterboard during your allocated presentation session, remember that engaging others about their work is a vital part of the opportunity for exchange that the ISSW offers. Allow yourself some time to move around the other presentations in your session; due to the daily themes, you are sure to find other presenters with similar interests as your own. If you have a co-author, consider spelling-off with each other, with one presenter remaining by the posterboard while the other circulates around the other presentations.

REMOVING YOUR POSTER

You are required to remove your poster from the poster presentation room between 16:40 and 18:00. **Please help ensure a smooth changeover of posters and reduce the amount of work our volunteers need to do by adhering to these instructions and remembering to remove your presentation at the end of the day.** Elastic bands will be available to help secure rolled-up posters.

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ADDITIONAL QUESTIONS

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