
INSTRUCTIONS FOR POSTER PRESENTATIONS

The following guidelines will be of help when you prepare your poster presentation. Please remember that it is very important that you prepare your poster BEFORE you travel to the CercleS 2010 conference and that you bring it yourself. Do not mail your poster.

PREPARING YOUR POSTER

The maximum size of posters will be limited to 90 cm x 110 cm (width x height).

Your poster should cover the KEY POINTS of your work. The ideal poster is designed to (1) attract attention; (2) provide a brief overview of your work; and (3) initiate discussion and questions.

- The title of your poster should appear at the top in CAPITAL letters about 25mm high.
- The author(s) name(s) and affiliation(s) are put below the title.
- Carefully prepare your poster well in advance of the conference. There will be no time or materials available for last minute preparations at the conference. If you think you may need certain materials to repair the poster after travelling, bring them with you.
- Use colour to highlight and make your poster more attractive, and use pictures, diagrams, cartoons, figures, etc., rather than only text wherever possible.
- The smallest text on your poster should be at least 8 mm high, and the important points should be in a larger size.
- Make your poster as self-explanatory as possible, which will save you time to use for discussions and questions.
- The CercleS 2010 conference enhances multilingualism. Accordingly you are kindly asked to give your presentation bilingually in a manner that best suits the purpose of your presentation.

HANDOUTS

'Handouts', photocopies of either your individual poster units or the whole presentation reduced to A4 format, are generally well appreciated by delegates. If you wish to distribute handouts, you should prepare them beforehand and bring them with you. No photocopying will be available at the conference.

AT THE CONFERENCE

General Information

- One poster board will be allocated for each poster presentation.
- A printed number identifying each poster board will be provided.
- Material and color of poster board: hard board, colored grey and an aluminium frame

Location

- Posters will be presented in the Poster Area, which is located in Fabianinkatu 26 Festive hall, 3rd floor.

Poster Mounting

- Posters should be mounted:
 - during the indicated set-up time on Wednesday, September 1, 13.00 – 16.00 and Thursday, September 2, 09.00 – 12.00
 - with thumbtacks
- Assistance and material will be available during the set-up time in the poster area.

Poster Viewing and Presentation

- Posters will be on display in the poster area for three days and will be open for viewing during conference hours.
- Poster presentations will be organised on Friday September 3 (14.40-16.00 hours) and Saturday September 4 (09.30 – 11.30 hours). Please check the time of your presentation in the list of presentations. Individual presentations can also be organised during coffee breaks, as coffee will be served next to the poster area. There will be a notice board for presenters to inform about times of individual presentations. One of the poster authors should be present at the poster during the presentation.

Removing your poster material

- Material should be removed before 15.00 hours on Saturday, September 4.
- If posters are not removed within the time for dismantling, your poster will be removed and disposed off.

Note:

To prevent empty poster boards, please inform us by e-mail before Tuesday August 24, if you are NOT able to present your poster at CercleS 2010 Conference (jaana.franti@helsinki.fi)



11th International CercleS Conference

2 – 4 September, Helsinki, Finland

Abstract book

All the abstracts will be published both in the programme abstract book and on the conference website. Since the organisers cannot take the responsibility of revising the language of the abstracts, we would greatly appreciate it if, when needed, you would have the language checked yourself. Thus, responsibility for the quality of the language remains with the presenter.

Certificate of attendance

All participants of the conference will receive a certificate of attendance included in the conference material. All those giving an oral or poster presentation will be given a separate certificate upon request at the conference office.

23 August 2010

