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## **GUIDELINES FOR POSTER PRESENTATION - CIE CENTENARY CONFERENCE 2013**

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**

Posters must be set up by **Monday, April 15, 2013, 9:00 am**.

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**

Posters will have to be removed on **Tuesday, April 16, 2013 from 05:00 pm on** (you should not dismantle your poster before that date and time) **through 7:00 pm**.

Please notice that all posters which are not removed by then 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 Wednesday afternoon, 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 2013 and its activities.