

Content Architecture

Exploiting and Managing Diverse Resources

London, 22–23 June 2009



conference2009@iskouk.org

Guidelines for Poster Presenters

Timelines and Deadlines

1 May

- Submit a revised abstract for inclusion in the proceedings on the website
- Optionally, submit a full write-up for inclusion in proceedings, subject to peer review

22 June 2009

- Arrive with poster between 8.30 a.m. and 9.30 a.m.

General

- Posters should be provided with a clear descriptive title and an abstract. The title will be included in the programme information and the abstract will be published on the conference website.
- Poster presenters must bring all of their material to the conference in physical format; the organizers cannot print or convert electronic submissions to posters, or otherwise create copy.

Presentation

- Posters will be displayed on boards measuring 120cm high x 180cm wide. Material may be put on the boards using Velcro spots or double-sided tape only; these will be provided at the conference.
- Posters should be no larger than A1 in size (594 x 841 mm or 23.4 x 33.1 inches)
- Posters should be well designed and information rich. Simple downloads of PowerPoint presentations or web pages are discouraged.
- You should ensure that the poster may be read by delegates without the need for explanation.

- Posters should be clearly labelled with the poster title and author / contact details.
- Clear typefaces should be used, and the recommended minimum is 24pt.
- Use of colour, bold and larger typefaces is encouraged, as is the use of illustrative material, photographs, charts, etc.
- It may be helpful to provide explanatory handouts and other supporting material.

Arrangements for display

- Posters will be displayed in the main atrium alongside vendor exhibition tables for the entire 2 day conference.
- The display boards will be available for use from 8.30 a.m. on the first day of the conference. Ideally, posters should be on display by 10 a.m.
- Poster presenters should clear their boards by 18.30 on the final day
- Presenters should attend their posters during the poster presentation times as indicated in the programme – ideally at both coffee breaks on both days.

Publication

- Please submit an abstract of your poster content by 1 May 2009, for inclusion in the website version of the conference proceedings.
- Optionally, you may also provide a full write-up of your poster for publication on the website. This will also be considered for inclusion in the printed proceedings, subject to peer review. If you want this to happen, your write-up should be submitted by 1 May and should follow the guidelines for authors of full papers.

Arriving on the day

Please aim to arrive, with your poster, between 8.30 a.m. and 9.30 a.m. on Monday 22 June. Maps and directions are available at <http://www.iskouk.org/conf2009/venue.htm>

On arrival, please report to the registration desk, situated in the foyer, where one of the conference team will note your arrival, point you to your display board and give you the velcro dots to affix your poster to it.

Queries

For any queries, please contact conference2009@iskouk.org in the first instance.