

Bridges - Ponts

CES - SCÉ 2019 : *Halifax*
Nova Scotia
Nouvelle-Écosse
26-29/05/2019



THE WESTIN NOVA SCOTIAN HALIFAX
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GUIDELINES FOR POSTER PRESENTATION

1. All posters are displayed on a floor standing fabric-covered bulletin board with 2 presentations per side. Based on the display space, the maximum size for posters will be 1.2 120 cm h x 90 cm w (48" h x 36" w) Resolution Recommended: 300 dpi (At least 150 dpi).
2. A Poster Number, pins and Velcro material to affix your poster to the display boards will be provided for you. Posters should be mounted on fairly stiff paper - but NOT on heavy cardboard.
3. In preparing your poster, we suggest that you limit the amount of printed material to the least possible. Posters should not be elaborate, nor need they be expensive. We strongly recommend that you bring copies of a one-page handout and/or supplemental material to distribute to those interested in your work and to provide an email address to learn more.

Insider tip: *If you have business cards, this is a great opportunity to distribute them as well.*

4. Poster material must be prepared in advance and should be visually appealing. Your poster should be:
 - **Readable** with large font that can be viewed from at least 5 feet away (approx. 24 pt. with headings in 48 pt. or larger).
 - **Understandable**, focusing on the 'big picture' points and with minimal jargon. One frustration, in particular for new and international attendees, is the use of 'insider' language, acronyms, and abbreviations that make it difficult to comprehend a presentation.
 - **Logically organized** into sections with text and graphics that flow from one part to the next. One way to maintain organization is through the use of color, such as using the same color backing behind items in each section.
 - **To the point** with elements that highlight your work. You have a brief period of time to catch attendees' attention as they stroll past. Emphasize the most important components of your work in a clear and visually appealing way. Those who share your interests will stop and learn more from you directly or from your handouts.
 - **Colorful** with well-chosen graphics and judicious use of color to emphasize key points. However, be careful about the use of colored text. Text can be very difficult to read unless printed with dark colored ink. Photographs should be in a matte finish, not glossy.

5. Each poster must have a top label indicating the title of the project, the names of the authors and their affiliations. The size of the characters for the title should be at least one inch high.

6. **Judged Poster Presentation/Competition:** Posters will be officially presented on Monday May 27 from 1:00pm-2:30pm. This is the time when the judges will review posters and interact with presenters. Conference delegates will also be encouraged to visit the posters area and vote for their favourite at this time. We will

assign a number to your poster, which we will affix in the upper right-hand corner to facilitate the voting.

During the poster presentation, you should be at your poster and ready to discuss your work with conference delegates and with the judges. If you get caught up in a conversation, try to be aware of this, and welcome others who may approach your poster and have questions about your work.

There will be two prizes in the poster competition:

Best Poster Session Award, a panel of three judges will award a \$500 prize based on content and presentation (see composition tips above). The Government of Canada through the Social Sciences and Humanities Research Council (SSHRC) has made this prize available.

People's Choice Award, conference delegates will be invited to cast their votes for their favourite posters. A free registration for an online course of the awardees choosing will be presented by the CES e Institute. The voting will occur during the conference and will end on Tuesday, May 28.

*The winners of both competitions will be announced at the CES Award Luncheon on Tuesday, May 28 at 11:30am in K'jipuktuk A - Conference Level

Insider tip: *Some people are more timid than others and may walk by and just pick up your handouts or card. A friendly "Welcome" or "Please don't hesitate to ask any questions" on your part can serve as a great icebreaker.*

7. **Computers:** You cannot use a computer as part of your display. There is no flat space and no electricity - all posters are on standing boards.

8. All posters must be written in English.

9. Do not fold posters; try to carry them in an appropriate container. Do not mail poster presentations in advance; bring posters with you to the Conference.

10. Conference staff will be present to assist you.

Presenters are required to be at their poster during the Sponsor and Attended Poster Reception on Sunday May 26 from 6:00pm to 7:30pm and Monday May 27 1:00pm to 2:30pm, respectively.

Presenters are responsible for the setting up and the removal of their posters according to the following schedule in the designated poster display area:

Setup: Sunday, May 26 after 4:00pm

Removal: Tuesday May 28 after 12:00pm to Wednesday, May 29 before 12:00pm

Posters not removed by then will be held at the registration desk until the end of the conference when they will be discarded. The Conference cannot accept liability for lost or damaged posters.

If you have questions, please contact:

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