



## GUIDELINES ON PREPARING A POSTER

Please follow these guidelines to prepare and present your poster for the CanWEA 2009: Infinite Possibilities Conference and Exhibition in Toronto.

### **IMPORTANT: Poster Content Guidelines**

Although the detailed layout is left to the discretion of the author(s), posters should not deviate from the accepted abstract. **Poster content must be designed to provide broadly-applicable information on relevant business, policy and technical issues. They cannot be intended primarily to sell products or services.** A poster will be deemed unacceptable if it:

- focuses on information that is specific to a company product or service
- focuses on the benefits of a proprietary product, service or methodology
- does not provide information that is detailed enough to provide learning for delegates

Author(s) wishing to promote their products and services are asked to take advantage of the numerous sponsorship opportunities provided to participating entities. All posters will be submitted to CanWEA prior to the conference and will be judged by a panel. Only those posters deemed acceptable will be invited to display their posters at the conference. CanWEA reserves the right to reject any submitted poster. This will be done at the sole discretion of CanWEA and will not be subject to appeal by the author(s) of the poster.

### ***Step 1 – Indicate Intent to Present a Poster***

As a first step, you must confirm **by Friday July 17<sup>th</sup>, 2009** your intent to present a poster in adherence with the guidelines specified in Step 3 below. You can do this by sending an e-mail to Sharon Fryer at [sharonfryer@canwea.ca](mailto:sharonfryer@canwea.ca) with an indication of the title for your poster.

### ***Step 2 – Register for the Conference***

Unfortunately we are unable to provide a registration discount for poster presenters. To register for the conference, please visit the conference website at <http://www.canwea.ca/events/conference2009/en/registration.html>

### ***Step 3 – Prepare your Poster***

Please follow the specifications below in preparing your poster:

**Content:** Poster Presenters are asked to strictly adhere to the above content guidelines.

**Size:** Each poster presentation will occupy one poster unit or poster wall – the maximum usable space per poster is 75 cm (30”) wide x 100 cm (40”) tall.

**Language.** Posters may be in either French or English (or both).

**Identification:** Identify your poster near the top of the panel with the title of your presentation and the authors’ names and affiliations.



**Content:** Contents of the poster must be on a single printed sheet no larger than 75cm (30”) wide by 100cm (40”) tall. **You must bring all accessories necessary to mount your display** (e.g. push pins and Velcro strips). Limit your exhibit to essential data and include information to stimulate discussion. Most viewers will scan the display for its prominent features, and when something catches their attention, linger for closer study and possible discussion of details with the author. The written text should be sufficiently large to allow easy reading from a distance of approximately five feet.

#### ***Step 4 – Submit Your Poster for Approval***

**All posters must be submitted to CanWEA by Friday August 21<sup>st</sup> for approval.** Posters should be submitted in electronic format (Adobe PDF only) to [sharonfryer@canwea.ca](mailto:sharonfryer@canwea.ca). If your poster is not submitted for approval or you do not receive approval from the poster session committee you will not be permitted to display your poster at the conference.

#### ***Step 5 – Participating at the Conference***

Instructions for poster presenters during the conference:

**Set-up:** The Poster Presenters must put up their posters between 10:00 am – 1:00 pm on Sunday, September 20<sup>th</sup>, 2009. Presenters will be assigned a space to display their poster. The posters will be located in the exhibit hall at the Metro Toronto Convention Centre in Exhibit Hall F. Remember that you must bring materials to fasten your poster to the display boards (using pins, tape, Velcro etc.)

**Check-in:** All Poster Presenters must check in at the registration desk prior to beginning any set-up. Volunteers will be available to assist with setting-up your poster.

**Space Assignment:** The poster area will be set up with posters grouped by topic. Each poster space will be assigned by CanWEA.

**Safekeeping:** Security is not guaranteed. If you have items of great value, you may want to put them in your own room at night. CanWEA is not responsible for lost or broken items.

**Poster Reception:** A poster reception will be held concurrent with the Exhibition opening, from 7:00 pm to 10:00 pm on Sunday, September 20<sup>th</sup>. This reception will be open to all conference delegates. **Poster presenters must be by their posters from 8 pm to 9 pm to answer any questions.**

**Clean-up:** Posters must be dismantled between the hours of 6:00 pm – 8:00 pm on Tuesday, September 22<sup>nd</sup>. Any posters still remaining after that time period will be discarded.