

Instructions for presentation of posters

1 - PRESENTATION

The posters will be exhibited during the Conference, on Wednesday, Thursday and Friday. Each participant shall install his poster himself on his reserved panel. Documents can be hung on top of the panel or stuck with double-faced adhesive tape. Heavy or thick documents should be avoided, as they might not hold well.

The Organisers will check the displays and reserve the right to refuse any display of a commercial nature. A template is supplied for preparation of posters. In addition, the following instructions should be carefully considered:

- Space available for presentation: 1 poster 80 x 100 cm.
- Author's name and poster title: written on the back of poster material for easy identification.
- The upper part of the poster (25 x 80 cm) contains information on the paper, authors and affiliations. A trademark or a company's insignia will be allowed to appear only on this area.
- Presentation of the posters: mainly photographic and graphical illustrations and little text and tables. Colours recommended.
- Minimum size for illustrations: A4
- Minimum size for letter and symbol or numeral height: 1 cm. Titles and subtitles should be at least 2 cm height.
- Minimum thickness for drawing lines: 0,1 cm
- Language: English

The display material is to be prepared in advance so that the author with adhesive tape can without any further work attach it only. Thumbtacks or pins cannot be used.

Models and other three-dimensional display objects as well as handouts of documentation (commercial or non-commercial) are not allowed.

2 - TRANSPORT AND CUSTOMS MATTERS

The safest way of getting your poster to the Conference is not to send it, but to bring it with you.

3 - MOUNTING AND DISMANTLING OF POSTERS

- Mounting by the authors themselves, according to scheduled day:
Wednesday, 2 July from 8:30 to 9:00
Thursday, 3 July, from 8:30 to 9:00
Friday, 4 July, from 8:30 to 9:00
- Dismantling of posters by the authors on the same day, at 18:00.

Poster not collected by the authors will neither be sent back nor kept: they will be disposed off the Organization Committee.

4 - EXHIBITION OF POSTERS

During the Conference, the presence of authors in front of their posters, for discussion will be required during the Coffee Breaks on the schedule day for presentation.

5 - PRESENTATION OF POSTERS

A preliminary introduction to selected posters will be made at the end of the morning Plenary/ Keynote Session by one member of the Scientific Committee. Therefore Poster Authors are invited to supply the Secretariat one slide containing a summary indication of the presented paper, namely paper title, authors and some global characterisation/image of the work using the provided slide template. This slide should be sent the Conference Secretariat: footbridge2008@fe.up.pt until **1 July 2008**.



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