



NOTES FOR AUTHORS OF **VISUAL** PRESENTATIONS

Presenters of poster presentations are requested to REGISTER for the Conference on www.ibsce.com. The Proceedings will be published online for instant download.

As good design is essential, authors are kindly asked to follow this instructions together with the instructions for the preparation of papers.

- Your Visual Presentation will bear an official number as indicated in the Programme. This code will appear
 on the panel which has been reserved for your poster presentation.
- The maximum display area of your panel is: **0.85m wide and 1.20m high**. This allows for posters of up to ISO A0 format (841mm x 1189mm, upright format). Double-faced adhesive tape will be available to attach your poster on the panels.
- The Visual Presentation has to be headed by the title and the author(s)' name(s). A good Visual Presentation concentrates on the outstanding features of a project, easily grasped by the viewer, with a minimum of text (less than 50% of the total poster area) and readable at a distance of approximately 2m (use letters at least 10 mm high).
- Advertising material is not allowed to be presented in this Conference; business cards are acceptable. You
 can provide space for communication on your panel area (for example an envelope or a transparent
 folder). Please be aware that Posters containing marketing or advertising material will be dismantled by the
 Organisers without giving prior notice.

Set up of your poster

The authors of Visual Presentations are requested to setup their posters on the allotted boards in the poster area early on Thursday morning (20 April) and to take them down by Friday (21 April) at 18.00 pm after the Closing session

Poster file preparation for the Conference Proceedings

- The poster pdf file should have the same layout as the printed poster displayed on the poster panel for the Visual Presentation
- File formats different from pdf (e.g. jpg, tif, eps, doc, ppt etc) which could not be converted will not be accepted
- If you are using special fonts make sure that the checkbox "do not send fonts to distiller ("adobe" pdf" for the version 6.0)" is unchecked
- Pdf files must NOT have any password nor security restrictions

Please note that the poster and paper can both be included into the Proceedings. For further details on how to prepare the paper please see **Instructions for the Preparation of Papers**. The final poster and the final paper to be included in the Proceedings, together with the copyright transfer agreement form, should be sent by email to papers@ibsce.com (or by dropbox or other link for download) by 21st April 2017.





Important notes:

- The full paper is the most essential part of your contribution to the proceedings. We therefore highly suggest that you submit the full paper of your presentation along with your poster file.
- Title, authors and keywords must correspond on the poster and on the paper, in order to avoid incongruities in the Proceedings
- Pictures and videos will be taken/recorded during the Conference sessions and Exhibition for advertising and dissemination purposes (publication on the website, brochures, leaflets, Proceedings, etc.)

On behalf of Dr. David Baxter, Technical Programme Chairman, and with best regards from all members of the IBSCE Executive Committee

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