

INFORMATION FOR POSTER PRESENTERS

Thank you for submitting your poster for WCEH. Remember that you must register for the conference in order to remain on the final program.

Please note the following requirements for the size and display of your poster and for your presentation.

1. Your poster must not exceed the following dimensions in order to fit onto the poster boards supplied by the University of Minho: height (vertical) 130cm (51 inches) x width 80 cm (32 inches). This will entail trimming of paper conforming to the **International/ISO/Metric Standard Poster Size Chart**

	A Series		B Series		C Series	
size	mm	inches	mm	inches	mm	inches
0	841 × 1189	33.1 × 46.8	1000 × 1414	39.4 × 55.7	917 × 1297	36.1 × 51.1
1	594 × 841	23.4 × 33.1	707 × 1000	27.8 × 39.4	648 × 917	25.5 × 36.1

Or US Standard Poster sizes

D	22 in	34 in	559 mm	864 mm
E	34 in	44 in	864 mm	1118 mm

2. The boards are self-standing, and posters will be displayed on both sides.
3. Posters must be attached with prestik/blue tack or sticky tape (no tacks/drawing pins).
4. Posters will be displayed at the Design Center Square throughout the day of Friday 11th July.
5. Presenters must be standing at their posters and be ready to take questions between 1315 and 1400 and between 1530 and 1600 on 11th July. Attendance beyond these hours (i.e between 1400 and 1530) is strongly encouraged.
6. All poster authors will make a short oral presentation about their work/ poster. These presentations will take place on Friday 11 July from 11:00 to 12:30 in the small auditorium at Vila Flor.
7. Oral presentations will be strictly timed at 3 minutes and are intended to introduce the main points of the poster research/topic to the audience.
8. All presenters must prepare a powerpoint (ppt, not keynote, prezi or other formats) for their presentation. This should include at least one slide (even if only basic information about title and topic) and **must not include** more than four slides
9. Powerpoints will need to be loaded in advance during the afternoon and evening of Thursday 10th July.
10. Presenters will speak to their posters in alphabetical order of presenter last name.

We look forward to hearing about your work!