



CIE Expert Tutorial and Workshop on Research Methods for Human Factors in Lighting

GUIDELINES FOR POSTER PRESENTATION

Please, pay careful attention to these guidelines which are intended to assist you by providing all instructions you may need.

Please inform CIE Central Bureau (ciecb@cie.co.at) immediately of any changes in title, presenter or mailing address.

Size of Posters

A0 (119 cm high; 84 cm wide) (your poster must not exceed these dimensions!)

Preparing your Poster

The presentation on the poster has to be in English.

Organize your poster as follows:

- Purpose/introduction - subjects and methods - results - discussion/conclusion.
- Keep all elements of your poster (pictures, tables, graphics, drawings, photos) simple.
- Make sure that the poster speaks for itself and does not require extensive explanations.
- Please do not forget that your poster will be read from 1 m distance – so keep the font size large enough.
- Avoid commercial reference. Advertising of products is prohibited.

Mounting

Posters can be **setup between 8:15 and 12:15 on Monday, August 13, 2018.**

Mounting material (needles) will be available on site. Staff will assist you in locating your poster wall and setting up your poster. Storage facilities for wrappings will be provided. Kindly contact the Registration Desk on-site.

Removal

Posters will have to be **removed after the end of workshop programme on Tuesday, August 14, 2018 between 17:30 and 8:00** (you should not dismantle your poster before that date and time).

Please note that all posters which are not removed in time will have to be destroyed.

CIE and its staff are not responsible for packing, removing or shipping your poster.

Should you have to leave before Wednesday afternoon, please designate a colleague to be responsible for removing your poster.

Claims

Neither CIE nor the Conference Venue are responsible for any loss or damage of your poster or can be held liable for injuries to persons or damage to property owned by the poster presenter. CIE and the Conference Venue are free from all liabilities which may arise from the poster presenter's participation in this CIE event and its activities.