



August 9 to 13, 2015

Fairmont Château Laurier Hotel

Ottawa, Ontario, Canada

### Guidelines for ENVDEG 2015 Poster Presenters

- Poster presenters will have one poster board surface to display their materials.
- The maximum display area for poster materials is 114 cm (45”) vertical x 228 cm (90”) horizontal.
- Poster Boards will be labeled with the paper title and the contact author.
- Poster presenters are responsible for set-up and removal of their poster materials.
- The poster boards are manufactured from plywood with a cloth covering. Stick pins and push pins cannot be used to affix materials due to the density of the wood.
- Velcro™ strips with a “peel & stick” adhesive backing will be provided to apply to poster materials. The Velcro™ adheres to the fabric surface covering the poster boards.
- Please note that posters that are printed as a single sheet to fill the entire display surface of the poster board should not be laminated, as the weight cannot be supported by Velcro™ strips to the fabric surface. If you intend to print your poster to a single sheet for the full size of the display area, it is recommended that you **do not** laminate the sheet.
- Poster materials should be set up in the Poster Session area (Ballroom, main floor of the hotel) on Wednesday, August 12 between 8:00 am and 10:00 am.
- Posters will be on display between 10:00 am and 8:00 pm on Wednesday, August 12.
- The formal Poster Session will be on Wednesday, August 12 from 5:30 pm to 7:00 pm. Poster presenters are required to be in attendance at their posters during the formal Poster Session to discuss their work and interact with Conference participants.
- Posters are to be removed on Wednesday, August 12 between 8:00 pm and 9:00 pm.
- The conference organizers do not take responsibility for poster materials that have **not been removed** from the poster boards by 9:00 pm on Wednesday, August 12.