

INSTRUCTIONS FOR POSTER PRESENTERS

Poster Set-Up

Poster set up is expected to be complete **before 8.30 a.m. on the FIRST day of the event**. Poster presenters should note that they should be present at the venue as from **8.00 a.m.**

As soon as you reach the venue, please complete on-site registration procedures and notify the registration team that you are a poster/oral presenter.

You will be guided to the Poster Exhibition Area, where the Presentation Coordination Team consisting of Mrs. Arsha Roopchand and Mrs Rebecca Jhundoo, who will assist you in the set-up of your poster.

At the Poster Exhibition Area, posters will be grouped conceptually on poster boards according to the following themes:

- Business, Law and Management
- Education
- Arts and Humanities
- Science, Technology and Engineering

Poster presenters are expected to bring their printed posters with them as no printing services will be provided on site.

During poster setup, look for your **Abstract Reference Number** on the poster board assigned to you. Do **NOT** remove any abstract reference number as other presenters will require that information to find their poster location.

It is incumbent upon each presenter to ensure that their poster is printed in accordance to the Guidelines for Poster Presentation. **ANY POSTER NOT MEETING GUIDELINES WILL NOT BE AFFIXED ON THE POSTER BOARDS.**

Onsite assistance as well as materials to affix posters will be provided as follows:

- thumb pins;
- blue tac; and
- Double sided tape.

Should you require additional items, you are kindly requested to make your own arrangements.

Poster Viewing Sessions

Poster Viewing Sessions will take place during tea breaks. Presenters are requested to remain next to their poster display to answer questions from the audience. On the first day of the event, Official Delegates, including the Guest of Honour will be guided through the Poster Exhibition Area and you are therefore required to be present to discuss your poster with any delegates that are interested to know more.

Best Poster Award

Awards will be given for best poster presentations based on feedback from at least two assessors who will evaluate each poster using a rubric. The Award Ceremony will take place on 03 April 2020 between 16:00 and 17.30hrs.

Poster Take-down Schedule

Posters are expected to remain at the Poster Exhibition Hall for the **THREE DAYS** of the event. The responsibility for the removal of posters lies with the Poster Presenter. Hence, it is important that Poster Presenters be present in the evening on the last day of the Event to ensure that their posters are taken down.

Other Information

Kindly note that photographs and/or video will be taken of oral and poster presentations during the event. The photos or video may be used in future promotional materials. Participants not wishing to be photographed should notify the Presentation Coordination Team at their arrival at the venue.