

## Poster exhibition – Guidelines

As of 29 March 2012

There are two sections at the poster exhibition:

### SECTION A: Peer reviewed posters

This section displays poster contributions that have undergone the peer review process and have been accepted by the academic committee (Call for Contributions already closed).

### SECTION B: Sharing information...

This section is open to all conference participants to display leaflets/printed-materials (including info-posters) addressing the theme of the conference.

Since we have limited space for displaying posters in this section available, we need to know in advance at [eucen2012@uni-graz.at](mailto:eucen2012@uni-graz.at) if you wish to display one.

### Checklist for poster preparation

- Format:** The poster format should be **A1 size** (i.e. 59 x 84 cm) or **A0 size** (i.e. 84 x 118 cm).  
For organisational reasons, please inform the organisers by Monday 23 April 2012 concerning your choice of format. Please prepare your poster on one sheet.
- Header:** Each poster should include the title of the project in large print and the institution affiliated with the project (in smaller print).
- Font size:** Posters should be legible from a distance of 1.5 meters.
- Print and deliver:** Print out and take along your poster to the conference in person.  
Alternatively, you can send your poster to  
Universitaet Graz, Zentrum für Weiterbildung, Universitaetsplatz 3, 8010 Graz, Austria.  
In this case, we ask you to inform the conference organisers at [eucen2012@uni-graz.at](mailto:eucen2012@uni-graz.at).
- Hand-Outs:** In addition, we suggest that leaflets and/or handouts relating to the project be made available for distribution to visitors. Tables will be provided by the organisers.

### Event/Conference

**Set-up:** Peer-reviewed posters should be mounted as soon as you arrive at the conference venue on **Wednesday 9 May 2012** and, at the latest, **by 18.00**.

In order to do so, please visit the conference registration desk at the University of Graz, Main building, Universitaetsplatz 3, 8010 Graz. Means/material for mounting the posters on the boards will be provided by the organisers.

We would like to inform you that each author is responsible for retrieving his/her poster after the conference closing. Posters that are not collected after the conference will be disposed of.