

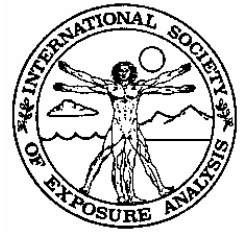


15th Annual ISEA Conference

The Westin La Paloma Resort & Spa

Tucson, Arizona

October 30 – November 3, 2005



GENERAL INSTRUCTIONS FOR PLATFORM AND POSTER PRESENTERS

Platform (Oral) Presentations

All oral presentations will be projected from a laptop computer designated to each session. Authors must provide electronic copies of their presentations to technicians in the Speaker Ready Room at least the evening prior to their assigned session. Thus, for a speaker presenting on Tuesday morning, the presentation must be provided on Monday afternoon. Oral presentations are 20 minutes in length (check website for your session). You should speak for no more than 15 minutes, leaving 5 minutes for introduction and questions. Session Chairs will be strict enforcing these time restrictions.

Poster Presentations:

In addition to the special student poster session at the opening reception, posters will be set up between 6:30 and 7:00 am on assigned days. The poster sessions will begin at 7:00 am and authors will be present until 8:30 am. Posters will be located in the Canyon/Arizona/Grand Foyer adjacent to the Arizona Deck.

A poster is a graphic presentation of the author's research findings. The authors illustrate their findings by displaying graphs, photos, diagrams, and text on the poster boards. During designated poster viewing times, authors will stand at their poster and hold discussions with the registrants who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions. The author must remain by his/her poster board for the duration of their assigned 1.5-hour session. If handouts are distributed, bring approximately 50 copies. Highlight the authors' names and address information in case the viewer is interested in contacting them for more information. The conference will provide one side of a poster board for each author presentation. The author should prepare all materials in advance.

- The poster board will be 44 inches tall by 91 inches wide mounted on stands.
- Push pins will be available onsite for mounting the displays.
- Posters should be set up between 6:30 and 7:00am on the day your poster has been assigned. Posters should be taken down following the last session on the same day. This allows conference attendees to view your poster throughout the day.
- Authors should be at their poster until 8:30am on the day assigned for discussion with conference attendees.
- To locate your assigned poster board, look for the **3-digit number** assigned to your abstract.
- Information on your poster should include the title of the presentation and the list of authors. Letters in the title should be at least 1 inch high. Bring all illustrations needed—figures, tables, color photographs, charts. It may be helpful to consult an artist about the display.
- The material should be well labeled and legible from a distance of 2 yards. Lettering should be bold. If you will be posting typed material, use a large font size (24 point font) on white, pale yellow, or cream-colored paper. Avoid use of fancy fonts. Use upper and lowercase letters. Simple serif fonts such as "Times New Roman" are easier to read than sans (without) serif fonts such as "Geneva."
- As with all presentations, simple posters are better than complicated one. Try to distill your material down to bare essentials. Your goal should be to leave viewers with 2-3 main points, rather than confuse them with a barrage of information.