

CEDA DREDGING DAYS 2005

Dredging: The Extremes

Ahoy' Rotterdam
2 – 4 November 2005

In conjunction with Europort Maritime 2005 International Trade Fair
1 – 5 November 2005



Guidelines for Poster Presenters

Issued by: CEDA – Central Dredging Association
for the
International Technical Papers Committee of Dredging Days 2005

Date: June 2005

This document is meant to assist the authors of papers accepted for the poster session in the preparation and presentation of their posters.

1. Conference venue

Ahoy'Rotterdam Congress & Meeting Centre, 2nd floor (Ahoy-weg 10, 3084 BA Rotterdam, the Netherlands; www.ahoy.nl)

2. Introduction

A poster presentation as opposed to traditional oral presentation allows a greater time span for each presentation. It also provides an opportunity for authors to present papers in a way that clearly helps the viewer understand the contents of the written paper.

3. Poster Presentations

Posters will be on display throughout the Conference. Authors are requested to stand by their posters in the coffee and lunch breaks when delegates will circulate, talking to the authors and asking questions on a one-to-one basis or making appointments for further individual discussions.

4. Instructions for the display of posters

- The area designated for poster presentations is the Foyer of the Conference Room of the Ahoy Congress & Meeting Centre (2nd floor) where also the Dredging Exhibition will take place. Each poster presenter will be provided with a poster board (one-sided). The boards are 1 meter wide and 2.4 meters high and have a white or grey laminate surface, or a fabric surface.
- **Poster presenters are requested to send their posters to arrive at Ahoy' Rotterdam not later than 25 October 2005 to:**

Peter Niemantsverdriet
Manager Europort Maritime 2005
Ahoy'Rotterdam
Ahoy-weg 10, 3084 BA Rotterdam
The Netherlands
(Phone: +31 10 293 32 00; e-mail: p.niemantsverdriet@ahoy.nl)
Please mark the package as follows: "CEDA Dredging Days 2005 – poster"

Ahoy will arrange for a professional mounting of the posters in the Dredging Exhibition area prior to the opening of the Conference on Thursday 3 November, 9:30 hrs. Presenters are kindly requested to keep their posters on display during the whole Conference and remove them only on Friday, 4 November after 16:00 hrs. Neither the organisers of the Conference, nor the Ahoy can assume responsibility for displayed materials.

5. Guidelines for the preparation of posters

- All illustrations, charts, etc., to be posted should be prepared in advance as materials for these purposes will not be available at the meeting site.
- Each poster paper must have a heading giving the title of the paper (in very large type, 84 point), the author(s), and their affiliation(s) (72 point), so that prospective audience will be able to identify posters of interest from a distance. The use of all capitals for titles and headings is not needed, it can sometimes make them harder to read.
- Material will have to be read by participants from at least one meter or more, so lettering on illustrations should be large and legible. The use of simple fonts such as Times, Helvetica or

Prestige Elite is encouraged. Text on panels should be between 18 and 24 pt with double or 1.5 spacing between lines of text to be legible.

- Whenever possible, graphs, charts, tables, figures, pictures or lists should be used instead of text to get the points across. Framing the text by putting a box around it will help readers to focus. The overuse of outlining and shadowing can be distracting therefore it should be avoided.
- Material should be displayed in logical sequence: introduction, development, results, conclusion. For optimum impact it is advisable to make a clear plan for the layout of your board before leaving for the Conference.
- The posters do not need to be "arty" but the effectiveness of a poster presentation will be enhanced by using techniques such as mounting the sheets on coloured construction paper, etc., to improve the graphic impact. Please note, however, that simplicity, ease of reading, etc., are more important than artistic flair. Illustrations should not be mounted on heavy stock as this could make them difficult to mount on poster boards.