

□ **Poster Presentation Information and Guidelines**

Poster Slam December 18, 2012, from 10:30am to 12:00noon
Rooms: Crystal AB, Crystal CD, Crystal EF
Poster Sessions, December 18, 2012, from 12:00 noon to 1:30 pm
Venue: Salon 7

Below, please find the guidelines for the poster session for the Research in Progress Track at ICIS 2012

There will be three poster sessions, each consisting of a 60-minute presentation period, where each presenter

POSTER SLAM PRESENTATION GUIDELINES

Each presenter will get 2 minutes and up to 3 slides MAXIMUM. Presenters

To help with compatibility, presenters will receive this file, icisposterslam@gmail.com

EMAIL SUBJECT: Poster Track - Presentation

For instance, the file for poster track one should be named `icis2012_01_03_slides.ppt`

To help with compatibility, presentation slides should be received no later than 10:00am on Sunday

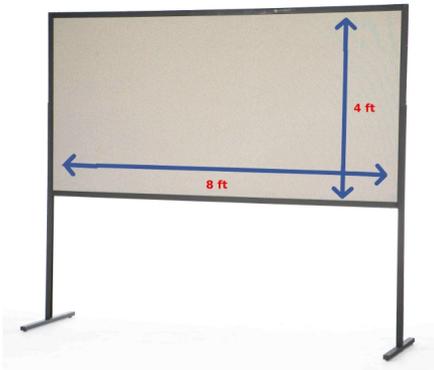
POSTER SESSION PRESENTATION GUIDELINE

The Poster Presentation session is designed to allow presenters maximum yet personal interaction with

1. The Poster:

This is essentially your presentation. A 24 in. x 36 in. (4 ft x 8 ft) poster board (see below) is easily

The poster board:



2. Print:

Ordinary typewritten copy or carelessly prepared handwritten copy is UNACCEPTABLE. Type material

3. Handouts:

Be sure to bring at least 25 copies of your original paper (these can be double sided). Have your papers

4. Presenting:

One or more of the authors **MUST** be present during the Poster Presentation session. The purpose of the

5. Equipment and Room set up:

We expect to have about 90 poster presentations. There will be about 50 poster boards (100 display sur

Each presenter will be provided with ONE side of a 1.2 meter high x 2.4 meter wide (4 ft x 8 ft) poster bo

6. Schedule and Timing:

Poster boards for the poster session will be available at the main poster session starting with setup at 9a

7. Some more helpful hints:

- In planning your presentation, draw a rough sketch of your presentation first. Remember the size
- Carefully edit your presentation to reduce cluttering and improve readability. Make sure every item
- Use blank spaces to highlight or offset information. Place related materials such as photos accom

- Space your information proportionately. A good way is to divide your presentation either horizontally or vertically.
- When choosing a background to frame your visual presentation, remember that neutral or grayish backgrounds are best.
- Usually visual presentations are put up with tacks. You may decide to place Velcro tabs on the back of your presentation to make it easier to hang.
- Transport your Presentation to the meetings in a mailing tube or portfolio case.

* These guidelines were [essentially](#) lifted and adapted from [Globe Academy of Management](#) [2009](#) website.