



ICAIS 2019 Poster Presentation Guidelines

General Information

- Posters will be on display from Monday, October 28 through Wednesday, October 30.
- A dedicated Poster Session will be held on Monday, October 28 following the afternoon concurrent sessions (5:45 pm–7:45 pm). Authors are expected to be in attendance at their posters during this session to discuss the content and answer any questions.
- The maximum display area for poster materials is 45" (114 cm) horizontal x 69" (175 cm) vertical.
- Poster boards will be set up in portrait style, as per the image below.



Set-Up and Removal of Posters

- Poster boards are double-sided and each poster presenter will be provided with one side of the board, which will be labelled with the name of the presenter.
- Poster presenters must prepare and provide their own poster materials for display. If you want to arrange for your poster materials to be printed in Montreal, please contact the [Conference Administrator](#) for suggested print shops near the hotel.
- Poster presenters are responsible for the set up and removal of their poster materials.
- Velcro™ and push pins will be available to affix materials to the poster boards.

- Posters should be set up on Sunday, October 27 between 3:00pm–5:00 pm or before 9:00 am on Monday, October 28.
- The posters will remain on display until 12:00 pm on Wednesday, October 30.
- Posters are to be removed on Wednesday, October 30 before 3:00 pm.
- The Conference organizers will not take responsibility for poster materials not removed from the poster boards by 3:00 pm.

Questions?

If you have any questions about these guidelines please contact the Conference Administrator by email Elizabeth@theprofessionaledge.com or by calling (North America toll-free) 1-800-868-8776 or (International) 1-613-732-7068.