

Author Guidelines (GLCACS 15th Annual Meeting)

Time: Saturday, May 14th, 2011.

Location: Hospira, Building H3
375 N Field Drive, Lake Forest IL

Guideline for Poster Preparation

1. Each poster author will be provided with a space of 5ft W x 4ft H. Please do not exceed these dimensions.
2. The space shall be indicated with the poster number in its upper right or left corner, which will be used as identification in the award ballot.
3. Each poster paper must have a title in large font. Materials will normally be read by attendees from a distance of 3 feet or more, so lettering on illustrations should be large and legible.
4. Suggestion: text on panel should be between 16 and 22 pt to be legible. Framing the text by putting a box around it will also help readers to focus.
5. Make sure your presentation flows in a logical sequence. It should have an introduction, body and conclusion.
6. GLCACS will provide push pins, marking pens, etc
7. Authors are responsible to mount their own posters after registration. GLCACS staff will provide any help that is needed. Poster mounting should be completed prior to the start of the conference at 10:00 if the authors do not want to miss any of the conference presentation. However it should be no later than 11:00 in order to maximize the viewing time of your poster by the voting audience.
8. If any authors want their posters back, they are responsible for removing them after the session of student poster award (5:30pm).

Guideline for Poster Presentations:

- Each presentation should be done by power point.
- An author of each poster has **2 minutes only** to give an oral presentation about your poster (give a brief but attractive short talk about your interesting research to attract people to see your poster and vote for you!).
- You will be disqualified from the competition award if the two-minute limit is not adhered to.
- The presentation order will be decided based on alphabetical order at the registration desk on May 14th (Sat).
- GLCACS will provide a Projector and Laptop. Please send your presentation (.ppt file) through email to glcacsposter@gmail.com _before 5:00 p.m. on May 7th, 2011.