

GUIDELINES ON PREPARING A POSTER

Please follow these guidelines to prepare and present your poster for the CanWEA 2008: Fast Forward to Wind Conference and Trade Show in Vancouver.

Step 1 – Indicate Intent to Present a Poster

As a first step, you must confirm **by Friday October 3rd 2008** your intent to present a poster in adherence with the guidelines specified in Step 3 below. You can do this by sending an e-mail to Sharon Fryer at sharonfryer@canwea.ca with an indication of the title for your poster.

Step 2 – Register

Unfortunately we are unable to provide a registration discount for poster presenters. To register for the conference, please visit the conference website at <http://www.canwea.ca/events/en/registration.html>

Step 3 – Prepare your Poster

Poster Presenters are asked to strictly adhere to the following guidelines. Although the detailed format is left to the discretion of the author, it should not deviate from the accepted abstract. **Posters must be designed to provide an opportunity to learn and discuss business and technology issues, and not intended to sell products or services.** *Any poster that deviates from the intent of the submitted abstract, or is primarily intended to sell products or services will be removed at the discretion of the Canadian Wind Energy Association.*

Size: Each poster presentation will occupy one poster unit or poster wall – the maximum usable space per poster is 75 cm (30”) wide x 100 cm (40”) tall.

Language. Posters may be in either French or English (or both).

Identification: Identify your poster near the top of the panel with the title of your presentation and the authors’ names and affiliations.

Content: Contents of the poster must be on a single printed sheet no larger than 75cm (30”) wide by 100cm (40”) tall. **You must bring all accessories necessary to mount your display** (e.g. push pins and Velcro strips). Limit your exhibit to essential data and include information to stimulate discussion. Most viewers will scan the display for its prominent features, and when something catches their attention, linger for closer study and possible discussion of details with the author. The written text should be sufficiently large to allow easy reading from a distance of approximately five feet.

Step 4 – Participating at the Conference

Instructions for poster presenters during the conference:

Set-up: The Poster Presenters must put up their posters at between 2:00 pm – 6:00 pm on Sunday, October 19th, 2008. The posters will be located in the foyer adjacent to the Trade Show area. Remember that you must bring materials to fasten your poster to the display boards (using pins, tape, Velcro etc.)

Check-in: All Poster Presenters must check in at the registration desk prior to beginning any set-up. Volunteers will be available to assist with setting-up your poster.

Safekeeping: Security is not guaranteed. If you have items of great value, you may want to put them in your own room at night. CanWEA is not responsible for lost or broken items.

Poster Reception: A poster reception will be held concurrent with the Trade Show opening, from 7:00 pm to 10 pm on Sunday, October 19th in the foyer adjacent to the Trade Show area. This reception will be open to all conference delegates. **Poster presenters must be by their posters from 8 pm to 9 pm to answer any questions.**

Clean-up: Posters must be dismantled between the hours of 1:00 pm – 3:00 pm on Wednesday, October 22nd. Any posters still remaining after that time period will be discarded.