

**Healthy Buildings 2009 Conference and Exhibition
Syracuse, NY USA September 13-17, 2009**

Instructions for Presenters

POSTER PRESENTATION

- All posters must be in English.
- Poster author or co-author must be present at the session where their poster is listed.
- Posters titles and presenting author name will be read out by the Session Chair after all podium presentations are concluded. Session Chair will also state where the poster is available for viewing.
- Posters will be on display in a designated area, by session.

Poster Preparation

- Maximum size of poster is **48 inches height by 36 inches width** [122 cm height by 91 cm].
- Each poster must clearly show the Paper Number [3-digit number that you used with your manuscript].
- Prepare your poster text and figures so they are readable from 5 feet [approximately 1.5 meters].
- Show introduction, brief description of the research methods, significant results and conclusions.
- Show graphs, tables, and pictures with titles or captions.
- Include clear space between sections or figures to make poster easily readable.
- Several websites provide tips and guidelines for tips on poster preparation. You may refer to the following sites:

<http://writing.engr.psu.edu/posters.html>

<http://www.lib.uct.ac.za/infolit/poster.htm>

Poster Set-up and Display

- Bring your completed poster to **Speakers Room** at the Oncenter Convention Center for registration. This room will be open from 10 AM until 3 PM on Sunday, from 9 AM until 5 PM on Monday, Tuesday and Wednesday, and from 9 AM until 11 AM on Thursday.
- Additional details on poster display will be provided at the time of your poster registration.
- HB2009 will provide poster backing board. Bring your poster, rolled-up or in a tube.
- Your poster must be on display on or before the date/time of the session in which your poster is scheduled.
- Posters will be on display during the entire duration of the conference. We request that you register and display your poster as soon as possible.
- You must collect your poster on Thursday before the Closing Ceremony. Any uncollected posters will be discarded.