

# INTERNATIONAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR THIRD SECTOR RESEARCH (ISTR)

## GUIDELINES FOR POSTER PRESENTATION

ISTR will provide one poster board for each presenter to which their poster may be attached. Posters will be displayed throughout the duration of conference.

**The poster review session will be Thursday July 9 from 16:00 - 17:00.** Plan to stand next to your poster during this period so that conference participants will be able to discuss your research with you. You may also distribute materials if desired.

### SETTING UP

Posters should be set up before 2:00pm on July 7; Access to the poster display boards will be available from 10:00am on July 7.

Materials for affixing your presentation to the poster board will be supplied by ISTR.

Each poster presenter will be responsible for attaching his/her own presentation to the designated poster board and for removing it at the end of the conference. We will not accept liability for loss or damage to the material.

### POSTER PRINTING

You have the option to have your poster printed at the PrintStore on campus if you do not want to travel with your poster. See page 2 for detailed information.

### POSTER DESIGN

Our goal is to be flexible regarding the poster guidelines but still ensure that the posters are attractive and easy to read.

Size: No larger than 90 cm wide x 120 cm tall (approx. 3 x 4 feet). The posters **MUST BE PORTRAIT ORIENTATION.**

- Put your name, email, and the title of the presentation at the top of your poster.
- Leave some space around the edges.
- Make sure that the font is large enough to be legible.
- Consider using graphics to help break up text and attract attention (Diagrams, photographs, pie/bar charts, line graphs, maps, etc. in color or black and white).

A suggested structure for your presentation is:

- Rationale & Background: Put into context the background and reasons for your work
- Aims & Objectives: Define clearly the stated aims and objectives of the research
- Methodology: Describe the process involved in carrying out the research
- Findings: A brief synopsis of the overall findings/implications
- Key References: Ensure that all names mentioned throughout the presentation are clearly referenced at the end

## Information for those who prefer to print posters in Montréal

**PRICE:** The Print Store is offering conference participants the discounted price of \$4.00 CAD per square foot. Therefore a 3' x 4' poster would cost \$48.00 CAD plus tax instead of \$60.00 CAD plus tax.

**IMPORTANT -** In order for participants to benefit from the discounted price, the poster name, as well as the subject line in the email request, must have **CONF** at the beginning.

**LEAD-TIME:** The earlier the better but at least 3 working days to produce the poster.

**FORMAT:** The Print Store requires a printable pdf to the correct size. They cannot print from PowerPoint or any other type of format, nor can they print from a low resolution pdf (which is typically 8.5" x 11").

### **CONTACT AND HOW TO SUBMIT THE FILES:**

- Send pdfs to the PrintStore at: [printstore@concordia.ca](mailto:printstore@concordia.ca). **IMPORTANT -** In order for participants to benefit from the discounted price, the poster name, as well as the subject line in the email request, must have **CONF** at the beginning.
- Indicate in your email request the size you would like your poster to be so that the Print Store can verify that the file is to the correct size. Also mention type of paper preference: GLOSSY, SILK, or MATTE (they are all the same price).
- Indicate the date required for printing.
- You can call the store to make sure that everything was received correctly at: 514.848.2424 ext: 3483
- Store hours are from Monday to Thursday from 9:00 am until 6:00 pm and Fridays from 9:00 am until 1:00 pm.
- The Print Store is located at Concordia University in the Library building on the first floor just off the Mackay entrance, LB-115.
- Participants who're poster is too big to send via email can always use 'WeTransfer', 'DropBox' or bring the file over on a USB key.