



**36th IAHR
WORLD CONGRESS**
28 June – 3 July, 2015
Delft – The Hague, the Netherlands

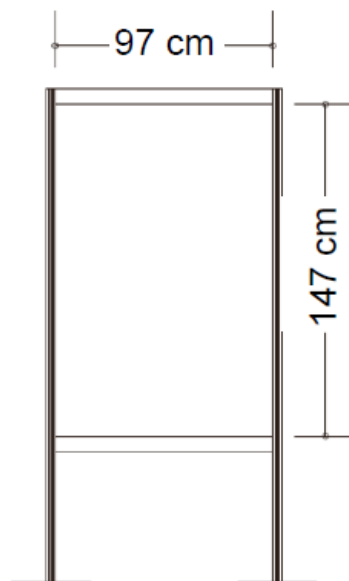
**DELTAS OF
THE FUTURE**
and what happens
upstream

Technical guidelines poster presentation at 36th IAHR World Congress

Please take the time to read the following instructions to ensure your poster and pitch is successful. If you have decided not to pitch at the IAHR, contact IAHR Secretariat immediately (iahr2015@cimglobal.net)

Printed poster guidelines

- The official meeting language is English and all posters must be in English
- Authors are strongly encouraged to produce proper poster out of a single sheet rather than using multiple sheets of smaller printer paper.
- All posters must fit on the standard poster boards in **Portrait orientation measuring 97 centimeters wide by 147 centimeters high**



- All posters will be grouped by session topic. Within each session group, posters will be arranged by alphabetical order of last name of presenting author. You can only mount your poster on the day that you will have your poster pitch as well.
- Poster board numbers can be found on the poster list in the posterarea: Yangtze 1,2 on the first floor. (see arrows at the floorplan below)

Please mount your posters on the following times

Monday: 10.00 – 11.00 am
Tuesday: before 10.00 am
Wednesday: before 10.00 am
Thursday: before 10.00 am
Friday: before 10.00 am

Make sure that you remove your poster at the end of the day. If it is not removed by the end of the day the organization will remove the posters.

Poster pitch

Since your abstract has been accepted as a poster you are invited to do a pitch of 2 minutes. Therefore we kindly ask you to prepare only 2 or 3 PowerPoint slides to help you presenting your abstract.

Because your pitch is only two minutes it is really important that you will upload your slides before the session starts in the speaker's lounge.

Keep in mind that there will always be a possibility that your poster can be upgraded to an oral presentation.

In case of a withdrawn of a presentation on site, it can happen that the chair asks you to do an oral presentation instead of a poster pitch. Therefore we kindly ask you to prepare not only a poster pitch of 2-3 slides but also a full presentation of 12 minutes where you can show more PowerPoint slides.

Speaker's lounge

The speaker's lounge is called 'The Nile'. You can find the Nile on the first floor next to the World Forum Theater Foyer.



The facilities in the speakers' lounge will provide the possibility of:

- Reviewing your PowerPoint presentation
- Last minute alterations of your PowerPoint presentation
- Expert advice by the technical staff

To enable the staff to handle the technical aspect in an adequate way, the presentations should be prepared according to the technical guidelines below. It is essential that:

- The right format is used
- The presentation is to be handed in on time at the speakers' lounge:
24-hours before your pitch.

From 29th June to 3rd of July the speakers' lounge is open from 07.30 till 18.00 for preparation. On Sunday the speakers' lounge is open from 16.00-18.00 to hand in your presentation.

Session Rooms

All session rooms are equipped with:

- Laptop
- Data projector for PowerPoint presentations
- Microphone
- Laser pointer

Scientific Programme

A complete overview of the preliminary programme can be found on the website. You will receive an announcement on a really short notice.

Presentation

At home:

- Prepare your PowerPoint pitch/presentation according to the guidelines and save it on a USB. Label the materials with your name, session name, session date and presentation name.

At the congress:

- Collect your registration materials at the speaker's registration desk.
- Report to the Speakers' Lounge at least one day before the start of the session during which you will give your presentation.
- We encourage you to register at the registration desk and in the Speakers' Lounge as soon as possible to avoid any last minute problems.
- You will receive further instructions on site in the Speakers' Lounge.
- A technician will be available at the Speakers' Lounge and in the main session rooms to provide assistance when needed.
- Be available by your room door at least 10 minutes before the start of your session.

Guidelines

Uploading: Speakers pitching on the **first day** of the Congress need to upload their slides on Sunday between 16.00 and 18.00h or, if that is not possible, on Monday early morning before 11.00h. Speakers on remaining days are asked kindly to hand in their pitches at least 24hrs before they are due to present. The support technicians will check fonts, formats, videos and sound to make sure your presentation is correctly formatted (**4:3**). All files need to be handed in on a **memory stick**.

Format: For compatibility purposes the AV Company is using PowerPoint for all presentations. Please ensure that your presentation is created in PowerPoint.

Apple computer: Because of the short duration of your pitch it is not possible to use an Apple computer. This will cause too much delay in the programme.

Copyright: Unless you specify otherwise you agree that IAHR can publish a PDF handout of your presentation(s) on the website.

In case you have a question or remark, please feel free to contact us via email: iahr2015@cimglobal.net

Kind Regards,
On behalf of IAHR
Ymke Pol
CIMGlobal