



Inforum 2005

The 11th Conference on Professional Information Resources
24-26 May 2005, Prague, Czech Republic

POSTER SESSION - INSTRUCTIONS

What Is a Poster?

A poster is very different from a paper or a talk, and so different techniques need to be used in its preparation. A poster itself is a visual presentation comprising whatever the contributor wishes to display on the poster board.

The purpose of a poster is to outline a piece of work in a form that is easily assimilated and stimulates interest and discussion. The ultimate aim is an exchange of ideas between the presenter and the people reading the poster. Posters are an excellent forum for informal and interactive presentations of early stages of research and late-breaking results from ongoing projects. Usually, a poster is made up entirely of sheets of paper pinned or attached with velcro strips to the board, but there is no reason why other visual aids should not be used.

How to Prepare a Poster? Simplicity is the Key!

- Use big fonts for title, authors names and affiliations
- Text should be legible from *at least* 1 m away (the typeface chosen should be considerably larger than standard)
- Not necessary to write in complete sentences; sentence fragments may be easier to comprehend
- Use bullets
- Highlight the key words
- Good use can be made of colors, graphs and figures
- Please use plain background
- Poster is usually formed from separate sheets of letter paper, but could be also made up of 1 larger sheet

Poster Session at the Conference INFORUM 2005

Preliminary plans are for there to be session during which poster authors make short (2-5 minute) introductions to their work. Posters will remain on display throughout the conference. There is the possibility for authors to be with their posters to discuss them with others during coffee and lunch breaks or at other times during the conference. Poster titles and author names and affiliations will be included in the printed programme and also in the conference proceedings on the website for the conference.

We ask poster authors to send a fulltext of their posters in text format .doc or .pdf (follow the Formatting guidelines) or preliminary graphic view of the poster if available (Powerpoint, digital photo, etc.) to be included on the conference website. The deadline for electronic submission of fulltexts is **April 25th, 2005**. The contact person is Jana Machonska <mailto:jana.machonska@aip.cz>, tel. +420 222 231 212.

Posters are expected to be 80 cm (width) x 110 cm (height). They will be displayed in the New Auditorium. Materials for putting posters on the boards will be available in the poster area. Please consult Jana Machonska in advance about the technical facilities that may be required.

Poster Show Presented at INFORUM 2003

Images of some of the posters presented at the INFORUM conference, held at the University of Economics in Prague in 2003, are available at
<http://www.inforum.cz/inforum2003/english/fotoforum/index.asp.htm>