



Information for Presenters of Posters
IFLA World Library and Information Congress
Puerto Rico, August 2011

READ THE INSTRUCTIONS CAREFULLY!

INSTRUCTIONS FOR ACCEPTED POSTERS

The list of the accepted Poster Session presentations will be published on the Puerto Rico congress page on IFLA website by May 2011. The **numbers on that list** corresponds to the numbers indicated on the **boards** at the congress venue. The boards are located nearby IFLA's stand #628.

Material has to be **posted** to the boards **on Sunday 14 August between 13:30 and 15:30 hrs.** There is **no storage room**; leaflets and any other material should be brought with you on the Poster Session days.

→ *Some technical assistance will be available. It is the presenter's responsibility to bring the necessary material to fix the Posters!*

The available poster boards are 95cm wide and 197cm high: portrait style. The boards are outfitted with **black fabric** and material has to be fixed on the boards by means of **Velcro pads**.

Poster presentations are scheduled for two, two-hour intervals, **12:00 to 14:00** on **Monday 15** and **Tuesday 16** August 2011. You are **required** to be present to introduce your Poster presentation to the delegates.

→ Again, do not forget that there is **no storage room**, be prepared to take your material with you at the end of the presentation for the next day! Paper on the floor will be considered litter by the venue cleaning company.

The posters will remain on display until **Wednesday 17 August** and must be **removed between 14:00 and 15:00 hrs** on that day, at the latest. As the posters form a part of the Exhibition during the congress I urge you to **respect these time intervals strictly**.

PRESENTING YOUR POSTER

Poster sessions are a combination of content and appearance. The content must be interesting, professional, and appealing to a broad audience. The appearance of the posters should be attractive, with a combination of graphics, photographs, and text. Those who present poster programmes generally provide **handouts**, printed materials, leaflets or pamphlets for distribution. It is important to bring reasonable quantities of handouts as part of a session, as free copy facilities are not provided by the congress.

Poster sessions will be **monitored** to check on the efficiency and utility of the model to present information to the library community at Conferences by the jury. During the **Closing Session** on Thursday 18 August 2011 a "*Best IFLA Poster 2011 Prize*" will be awarded.

Herewith, I encourage you to **register now** for the Puerto Rico congress, if you have not already done so. Complete information about registration is available at the Puerto Rico pages on IFLA website <http://conference.ifla.org/ifla77>

As we have announced previously, you are fully responsible for the costs of your attendance at the Congress.

I wish you all success with presenting a nice and interesting poster.

Lidia Putziger
Administrative Officer
IFLA - International Federation of Library Associations and Institutions