

## **Guidelines for Poster Presentations** *Instructions for Authors*

SB05Tokyo Academic Secretariat

### **1. Introduction**

The guidelines intend to assist authors in preparing poster presentations at the 2005 World Sustainable Buildings Conference in Tokyo (SB05Tokyo) to be held September 27-29, 2005, in Tokyo, Japan.

English is the official language of SB05Tokyo. English should be used throughout your presentation including poster materials. No simultaneous interpretation services will be available.

### **2. Poster Display and Presentations in Poster Sessions**

We anticipate approximately 200 posters per day for three days period of the conference. In order to facilitate having a good discussion at the Poster Sessions, we are going to divide each Poster Sessions hours into two; First part and Second part. The part will be assigned at the conference venue by the poster location number or the unit topic number.

Each Poster is assigned to be displayed on one of the days of the conference. The date of the display for each poster as well as the time of poster presentation (First part / Second Part) will be announced on our website in Mid-July.

Tuesday, September 27	Display 0830-1800 hours Poster Sessions: First part 1230–1330; Second part 1330-1430
Wednesday, September 28	Display 0830-1900 hours Poster Sessions: First part 1200–1250; Second part 1250-1340
Thursday, September 29	Display 0830-1730 hours Poster Sessions: First part 1200–1300; Second part 1300-1400

Authors for poster presentation are also requested to stand by in front of the poster panels during the Poster Session period for a question and answer session.

### **3. Size of a Poster Panel**

Each author will be assigned an individual display board of the following dimensions:

Height ..... 1600 mm

Width ..... 900 mm

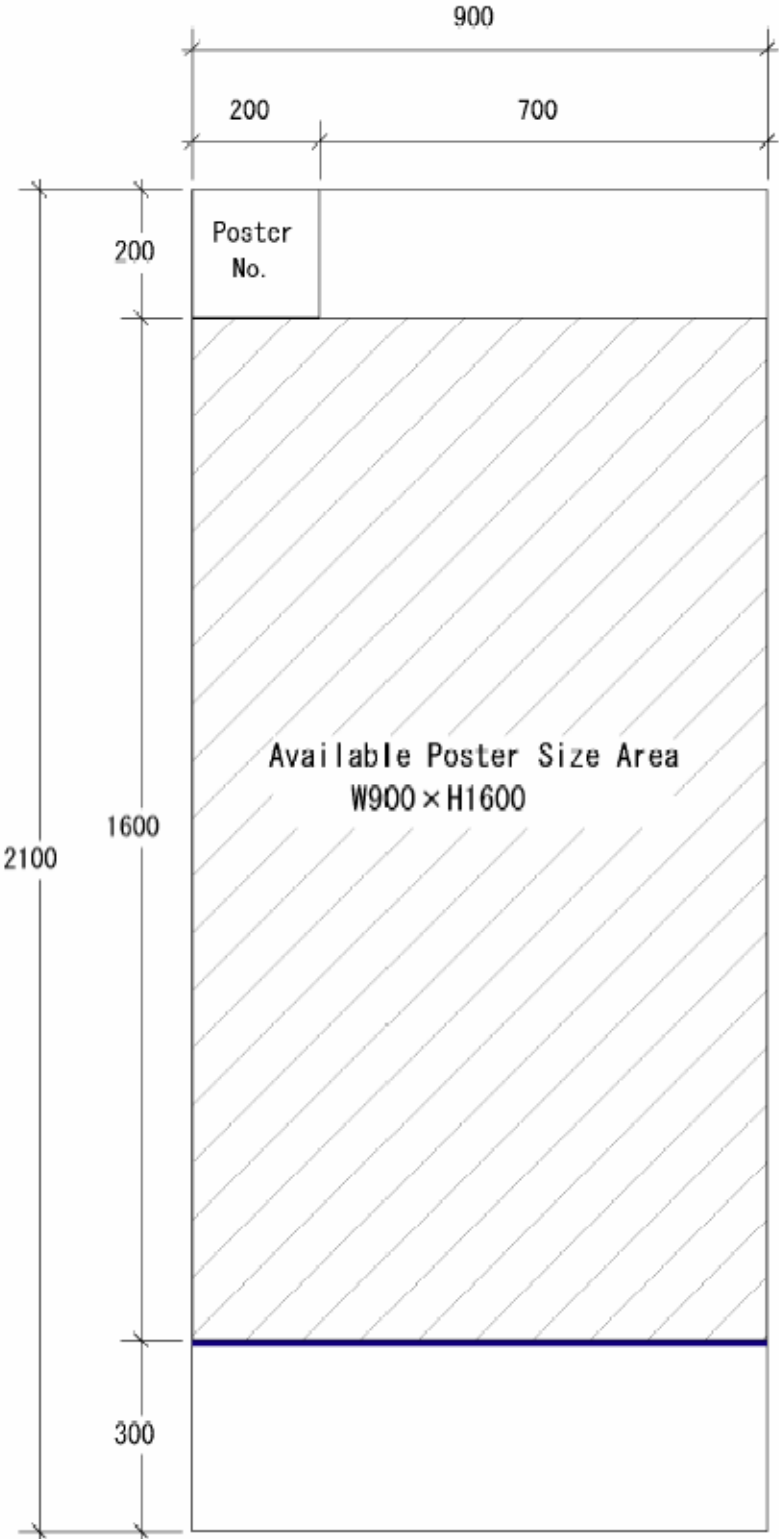
(For example, if your poster material is ISO A0 size (841 mm by 1189 mm) 1 sheet, it can be displayed)

The wall pins will be supplied by the Academic Secretariat at the poster display site. No sources of electricity will be made available. Each board will be clearly marked with a presentation number.

Authors should mount their poster materials on the designated boards. Authors should bring the poster materials to the conference for themselves. Please do not send any materials to the Academic Secretariat.

**4. Preparation of Poster Materials**

Authors are free to design their poster materials within the poster panel size limits.



## **5. Poster Sessions and Poster Setup, Display and Removal Period**

It is requested to complete the poster set up by 8:30 am on each day for the convenience for participants to see posters before the plenary/breakout sessions begin in the morning.

Other schedules are as follows;

<i>Day 1</i>	<i>September 27</i>	Poster Session: 1230-1430 hours		
	Setup: 0700-0830	Display: 0830-1800 hours	Removal: 1800-2000 hours	
<i>Day 2</i>	<i>September 28</i>	Poster Session: 1200-1340 hours		
	Setup: 0700-0830	Display: 0830-1900 hours	Removal: 1900-2000 hours	
<i>Day 3</i>	<i>September 29</i>	Poster Session: 1200-1400 hours		
	Setup: 0700-0830	Display: 0830-1730 hours	Removal: 1730-1830 hours	

Posters remaining on display after closing hours of removal time each day will be removed by the Academic Secretariat and will not be returned. Academic Secretariat assumes no responsibility for any materials left behind after this deadline.

## **6. Best Poster Awards**

Academic Secretariat prepares awards for best posters. International referees will review all posters on display and recommends candidates each day. The awards will be announced at the closing event on the last day of the conference.

## **7. SB05Tokyo Academic Program Commercialism Policy**

Commercialism should be avoided in all presentation materials for the SB05Tokyo Academic Program. The inclusion of any commercial information, such as the use of logos, is not permitted.

Any materials which include nonconforming items will be removed after identification by the Academic Secretariat.