**ICETA 2010 – 8th International Conference
on Emerging eLearning Technologies and Applications**

**October 28-29, 2010, the High Tatras, Slovakia**

# INSTRUCTIONS FOR THE POSTER PRESENTATION DURING THE ICETA 2010 INTERNATIONAL CONFERENCE

A part of the conference papers will be presented at posters. The poster presentation gives you a great opportunity to present your work and directly to exchange the ideas with other participants. Regardless of the oral or poster presentations, the conference papers are of equal value, of course and they are published in the conference proceedings.

Have in mind that the poster presents and reflects results of your work and your skills. The use of enlarged copies of your paper is not suitable, at all. Instead of that pick up the most important ideas of your paper and try to attract them by illustrations.

### 1. How to prepare a poster

All written materials for the poster must be in English but the explanation can be also in other languages, according the audience. No simultaneous translation will be provided during the session. The poster should contain the most important ideas of the paper supported by necessary drawings, formulas, schemes, diagrams and results. During the preparation of the poster keep in mind its attractiveness and arrangement to hold the discussion.

The papers will be pasted on the board. The poster technical staff will provide the necessary material.

The following rules are recommended:

1. Dimensions of the poster board are: 2 m (height) x 1 m (width). The utilisable area is approx. 1 m x 1 m (excluding the bottom part). If you need more space, contact the Organising Committee till 5 September 2010.

2. Title. Each poster board will contain a pasted piece of paper (of approx. dimensions 15 x 42 cm) with your paper title, authors and institution. In case of your own title we recommend you write the title by the type of Arial, Times New Roman, size 60 bold faced **CAPITAL LETTERS**, (the height of the letters approx. 1,5 cm). The title is centred together with other information: author's name(s), institution and contact (use the upper and lower case letters, bold type, size 36 and centre the text).

3. Headings: use the upper and lower case bold-faced letters of size 0,7 cm (size 28).

4. Size of text and equations. The letters must be well readable from the distance of 2,5 m (if there is a larger discussion group round the poster). Their minimal height is of approx. 0,6 cm (this corresponds to the size 24). In general, do not use smaller letters, only exceptionally.

5. Text explanations should be restricted to about 50% of the area. Pick up the most important ideas form your paper. Complete your poster by illustrations: drawings, graphs, tables and photographs. Use colours to emphasise the important parts of your contribution in order to attract the participants. 7. Lines: use thicker lines for drawings (he best between 0.8 – 1 mm).

## 2. The poster organisation

Think over organisation of your poster and make a drawing how to paste papers.

Do not forget to prepare:
- abstract (an extract from the abstract in the paper),
- conclusions (in several items, not the whole text).

Use the graphs instead of tables, if possible. We recommend you to use the poster papers of larger size than A4, as you will paste it easily. Ideal case is, to have one poster paper of appropriate size, but also several papers of A3 is good solution and they are quite well transportable.

In the bottom part of each poster board the ICETA Organising Committee will be fix a transparent folder of A4-dimensions where you can leave an additional material, business cards, etc. for the participants and where you can pick up the messages from them.

The authors can support their explanation by supplementary means as hardware exhibits and they may also distribute information sheets. Tables and chairs will be to their disposal in order to exhibit the products, make drawings, discussions, etc.

The posters are organised according to the conference topics:
1) Infrastructure, 2) Tools & Content-oriented Applications, 3) New Roles of the Instructor and Learner, 4) Cases and Projects and 5) Cisco Networking Academy Program. Find kindly your board devoted to your poster after your arrival to the conference venue. The plan of layout of the posters displayed on several spots will help you in your orientation.

## 3. Organisation of the poster presentation

There will be not any special poster session. The posters should be displayed during the whole conference. It is expected the discussion at the posters will take part during the coffee and lunch breaks. This is why we ask you kindly to be in proximity of your posters during the most of breaks. The posters will be displayed in foyer on the 2nd floor in front of the lecture halls.

You are asked:
- to paste your poster sheets to the allotted board immediately after you arrive to the conference. In the first conference day (19 November) you can paste them during between 8:00-9:30 - during the time of conference registration, the best (or immediately after your arrival, if you are delayed). A group of organisers will provide help you in any matter and means.
- to vacate your poster board to the end of conference (or prior our earlier departure yare asked vacate your poster board or you can leave the material there and it will be removed by the organisers after closing the conference. The poster sheets will be not returned and they can be damaged in this case.

Looking forward to your presentation at the ICETA Conference.

ICETA 2010 Organising Committee