



06 - 09  
March, 2017

Al Multaqua Hall & Hall 5  
Dubai International Convention &  
Exhibition Centre

In conjunction with



#### Poster Submission requirements:

- Abstract Submission Deadline: **10<sup>th</sup> February 2017**.
- Special Discounted rates for Poster Presenters to attend the Conference.

#### Category A: Professionals

- Author: Submission should specify One Representative Author. Other names will be published as Co-Authors.
- Specify title of Representative author: Dr. /Prof. /Mr. /Ms. clearly with highest educational qualification, institution & country.
- E-mail & telephone number of Representative Author mandatory.

#### Category B: Students

- Author: Submission should specify One Representative Author. Other names will be published as Co-Authors.
  - Specify name of the institution/college and **Supervisor** name with designation.
  - E-mail & telephone number of Supervisor mandatory.
- Acceptance of poster shall be informed by e-mail ([narisa.certeza@index.ae](mailto:narisa.certeza@index.ae)) and a poster code assigned if accepted.
  - No correspondence shall be entertained for any poster rejected by the Organizers.
  - Representative Authors who do not confirm their participation in attending the event personally will be rejected even if the poster code has been assigned. It is essential for the main Author to be present for the event. Submissions for '*publication only*' are **not** accepted for this event.

#### Poster Display:

1. Poster Board Dimension: **150 cm (height) and 90 cm (width)**, submitted as one piece.
2. Poster Orientation: Portrait Format.
3. Poster Materials: Paper or cardboard and should be laminated.
4. Poster Format: should include Introduction, Objectives, Materials and Methods, Results and Conclusions.
5. Poster Images: (clips arts, graphs, diagrams and drawings) must be in high resolution EPS format (300 dpi).
6. Poster Title: **30 font size in Arial Black – Body Text: 25 font size in Arial with single spacing.**
7. Do not use all **UPPER CASE** Character in your posters.
8. Poster Printing: (Optional) Poster presenters who are interested in printing their poster through the organizer, should submit it in PDF format. The printing cost for each poster is AED 200 which is to be paid in advance.
9. The Author should fix the poster one day before the event (5<sup>th</sup> March, 2017) in the designated areas.
10. Materials required to fix the poster will be the Authors responsibility.
11. Author should display poster at the designated area (Poster Code).
12. Any damage caused to exhibition panels / venue installations will be charged by the venue authorities on the presenter.
13. Posters to be removed on the event's last day. Posters removed before last session - will not be evaluated / awarded certificates.

#### Representation

1. Poster evaluation with the judges will take place at poster display area. Contact Organizers during the event for day/timings.
2. At least one Author and/or Co-author to be present during the Evaluation process. Each poster competition presenter will be allotted 2-3 minutes for short introduction for the judges followed by 2-3 minutes discussion and Q & A Session.
3. The judges will choose 3 winners & announce their names during the Oral Presentation Session on the 7<sup>th</sup> March, Tuesday.

#### Additional option for Professional Poster Presenters

1. Posters not displayed will not be awarded certificates.
2. All expenses including travel, lodging, etc. to be taken care of by participant.

#### Registration

Authors and Co-authors should register after receiving notification from organizer as confirmed poster presenters in order to obtain the Poster Code. Deadline for registration is 15<sup>th</sup> February 2017.

#### Poster Awards

Certificates will be awarded to accepted posters that have been displayed at the event. Posters not displayed will not be entitled to receive certificates. The best posters will be awarded during the Oral Presentation Session on the 7<sup>th</sup> March, Tuesday.

#### Correspondence

All correspondence should be directed to the **Operations Manager, IFM 2017** by e-mail ([narisa.certeza@index.ae](mailto:narisa.certeza@index.ae)). For subsequent correspondence once poster has been accepted, mention Poster Code in 'subject'. Do not send reminders once abstract has been submitted.

