

Guidance for Presenters and Posters

This document provides guidance for all those who are making oral or poster presentations at the IMWA 2013 Annual Conference. Your compliance with this guidance will ensure that the conference progresses smoothly and that the maximum number of conference participants will be able to benefit from the material you are presenting.

If you have any questions about any of the information or requirements contained in the guidance, please contact the conference organizers using the contact information presented at the end of this document.

Guidance for Oral Presenters (Speakers)

The conference program, which contains a schedule – by place, date, and time – of each oral presentation, will be available on the conference website (<http://csmospace.com/events/imwa2013/program.html>) prior to the start of the conference. Each speaker is responsible for checking the schedule and noting the place, date, and time of her/his presentation and for ensuring that s/he is in the correct location and ready to present at the designated time.

Oral presentations are strictly limited to 25 minutes in duration. Within that period, approximately 20 minutes should be allocated to the actual presentation of material, and the remaining time (approximately 5 minutes) should be allocated to a question-and-answer (Q&A) period immediately following the conclusion of the presentation. At the end of the allotted 25 minute total period, the speaker must leave the podium in order to allow the next speaker to begin his/her presentation on time in accordance with the schedule.

In the event that a presentation and following Q&A period do not consume the entire 25 minute allotted time, the next scheduled presentation should not begin until its scheduled time. This strict adherence to the schedule is necessary because the conference is taking place in four separate venues simultaneously. Adherence to the schedule will allow conference attendees to move among the venues as desired in order to participate in the sessions that are of the most interest to them.

Each of the conference venues will be equipped with the following:

- PC-compatible computer with Microsoft Windows™ operating system and Microsoft PowerPoint 2010™ software
- Remote slide-changing device
- LCD or DLP projector
- Wireless lavalier (clip-on) microphone for the speaker

Visuals that will be used during the presentation must be brought to the conference by each speaker on a USB thumb drive (also referred to as a “flash drive”). The visuals must be in one or more of the following formats: .ppt (PowerPoint 97 to 2003), .pptx (PowerPoint 2007 to 2010), or .pdf (Portable Document Format).

On the morning of the day on which a presentation is scheduled, the presenter must arrive at Green Center on the campus of Colorado School of Mines between 7:00 AM (07:00) and 7:45 AM (07:45) in order to upload the presentation visuals on the proper computer. The presenter should go to the “Upload Room” located off of the lobby on the ground floor of Green Center. The Upload Room will be identified with a prominent sign, and conference personnel will be present to assist in the upload process.

Guidance for Poster Presenters

Posters can be set up at any time between 11:00 AM (11:00) and 5:00 PM (17:00) on Monday, August 5. Poster sessions are scheduled from 5:15 PM (17:15) until 6:15 PM (18:15) on Tuesday, August 6 and Thursday, August 8. Poster presenters should be present at their posters during the entire sessions on both days.

Poster presenters are responsible for removing their posters between 3:00 PM (15:00) and 5:00 PM (17:00) on Friday, August 9. Any poster material remaining after that time will be removed and destroyed.

Complete information about poster sizes, size constraints, and construction – including suggestions for successful posting – are contained in the “Poster Board Information” document attached to this guidance.

Contact Information

For technical or presentation content questions, please contact the event organizers:

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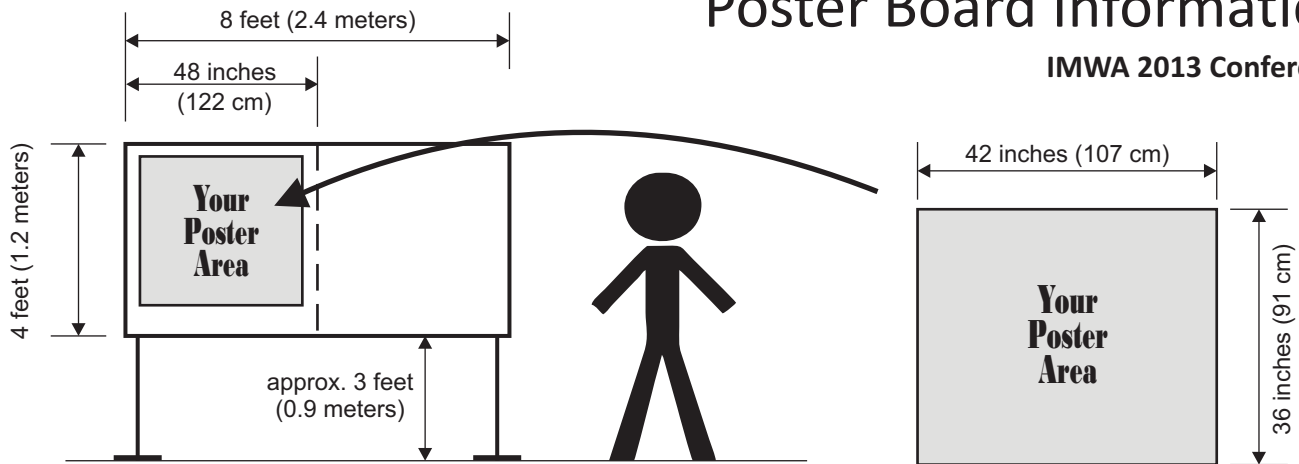
Linda Figueroa, Ph.D.
Associate Professor, Civil and Environmental Engineering
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For general or logistical information, please contact:

Office of Special Programs and Continuing Education
Colorado School of Mines
Phone: +1 303.279.5563
Email: IMWA2013@csmspace.com

Poster Board Information

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General Information

Each presenter is assigned approximately one-half of a standard poster board. In order to provide a space around presentations, each presenter's space measures 42 inches (107 cm) wide by 36 inches (91 cm) high. The display panels are made of a felt-type cloth material that will accommodate velcro and/or push pins (push pins provided).

Each author is responsible for assembly and removal of his/her presentation.

Materials left on poster boards after the removal deadline will be removed and destroyed. Conference staff will not store leftover materials.

Poster Preparation: Design

Posters should show the names and affiliations of all contributing authors.

From 10-15 feet away the viewer should see an easy-to-read title and an uncluttered, neat arrangement of photos and/or illustrations and text. It should be obvious where to start reading the poster and where to go from there (generally left to right, top to bottom). As this movement is important, the parts should be numbered to accommodate this or have arrows that graphically lead the viewer through the display.

Leave some open space in the design.

Use different sizes and proportions. Same-size and same-proportioned styles result in a boring design. For emphasis try different shapes.

A large and/or bright center of interest can draw the eye to the most important information on the poster.

Enlarge all photos enough for important details to be clear.

Make all illustrations simple and bold. Leave out unnecessary detail in the information being presented.

Make a scale drawing of your layout.

Poster Preparation: Lettering

All lettering should be readable from 5 feet (1.5 m) and headings would be best if legible at least 10 feet (3 m) away.

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The title lettering should be the largest, about 2-3 inches, with subheadings ½ to 1 inch high.

Capital and lower-case letters in combination are much easier to read than all capitals.

Poster Preparation: Text

The text material included on a poster should be very brief or most of the audience will walk away. Some authors like to include the full abstract as part of the poster, but for this format you should remind people that your full manuscript is in the Proceedings. If you wish, you can have a separate abstract available to hand out.

Short statements of major conclusions should be at the beginning of the poster-perhaps as an expanded subtitle. The supporting text is then presented in brief statements along with important illustrations, and the significance of the findings is made forcefully and clearly at the end.

Avoid the use of technical jargon or trade names.

The use of generic chemical and technology names is encouraged.

The identity of experimental agents or technology should be disclosed by means of descriptions, structural formulas, full chemical names, etc.

Photomicrographs should include a magnification scale on the photograph.

Be sure to have your business card available as a handout.

Schedule

Poster sessions are scheduled for 5:15 PM to 6:15 PM on Tuesday, August 6, 2013 and Thursday, August 8. Poster presenters should be at their poster's location for the entire duration of each poster session.

Poster setup can be performed at any time between 11:00 AM and 5:00 PM on Monday, August 5. Posters are to be removed between 3:00 PM and 5:00 PM on Friday, August 9.