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## **General Information and Guidelines for Oral and Poster Presentations**

### **Conference Duration**

The AIC 2011 Midterm Meeting opens with registration and a reception on the afternoon of Tuesday, June 7, and ends at noon, with a subsequent lunch, on Friday, June 10, 2011.

### **Location: Information Desk and Badge Retrieval**

Registered participants can collect their conference admission badge in person at the AIC 2011 Midterm Meeting Information Desk located on Level 1 (one floor up) of the Zurich University of the Arts. A sign on the building façade says 'Museum für Gestaltung' (Design Museum). The venue's address is:

Zürcher Hochschule der Künste, ZHdK  
Ausstellungsstrasse 60  
8005 Zurich  
Switzerland

To get to the venue take Tramway No. 4, 13 (Museum für Gestaltung)

### **Badge Retrieval Times**

You are encouraged to retrieve your name badge and conference material during the following hours:

Tuesday, June 7, from 14.00–19.00  
Wednesday, June 8, from 07.45–08.15  
Thursday, June 9, from 07.45–08.15

Name badges must be worn during all AIC 2011 activities. Delegates without official AIC 2011 name badges will not be allowed access to any of the AIC 2011 activities.

## **ORAL PRESENTATIONS**

### **Language**

All presentations must be in high quality English.

### **Duration of your talk**

Oral presentations will be allotted 15 minutes (including questions). Invited lectures will be allotted 30 minutes (including questions). The time limit will be strictly followed. Please prepare a talk of no longer than 12 minutes. For invited speakers, the talk should be 25 minutes to allow for the introduction by the chairman as well as questions from the audience.

### **Your PowerPoint Presentation**

PowerPoint slides will be displayed using the conference computer system. Note that other file formats are not accepted. It is important that you meet with the technical support staff at the Information Desk to load the PowerPoint of your presentation onto the conference computer.

### **Uploading files for oral presentation: Tuesday, June 7, 15.00-19.00**

If this is not possible you have to contact the Information Desk one day prior to your presentation for uploading your file. Note that you will not be able to upload your file while sessions are running.

### **Biography**

The session chair will introduce you at the beginning of the session. Please send a brief biography of 2-3 lines to [info@aic2011.org](mailto:info@aic2011.org) so that we can forward it to the chair of your session to use as an introduction. Please be brief; don't send a long CV. Your introduction is included in the 15 minutes allotted for your presentation. Please arrive at the auditorium at least 15 minutes before the beginning of the whole session and meet with the session chair.

### **Preliminary Programme**

An updated Preliminary Programme Schedule is available online at <http://www.aic2011.org/downloads.php>

## POSTER PRESENTATIONS

Poster presentations are a very important component of the AIC 2011 conference. The poster exhibition will be displayed in a separate space where there will be refreshments served as well. Due to the large number of posters, there will be two groups. The first group will be discussed on Wednesday (June 8) and the second on Thursday (June 9).

### Poster I Exhibit Schedule

Hanging:	Tuesday, June 7, 15.00-19.00
Sessions:	Two Poster Sessions on Wednesday, June 8
Session 1	10:00-11:00
Session 2	14:45-15:45
Removal:	Wednesday, June 8, 17.15 – 18.00

### Posters II Exhibit Schedule

Hanging:	Wednesday, June 8, 18.00 – 19.00
	Thursday, June 9, 07.45 – 08:15
Sessions:	Two Poster Sessions on Thursday, June 9
Session 1	10:00-11:00
Session 2	14:45-15:45
Removal:	Friday, June 10, 13.00 – 14.00

Note that there are two separate one-hour poster sessions on each of Wednesday and Thursday. You will present your poster during **both** of the two separate one-hour poster sessions, in the morning and afternoon.

Posters from Exhibit I are all on Wednesday June 8 and posters from Exhibit II are all on Thursday June 9. Authors of posters are required to attend the two allocated sessions in the morning and afternoon to discuss their work.

### Presentation with Laptop

If you have a poster presentation, for exceptional cases, it will be possible to show additional material on your own laptop, e.g., visualisation of three-dimensional installations on video. For a laptop presentation you need to register with the Technical Chair Prof. Ulrich Bachmann [ulrich.bachmann@zhdk.ch](mailto:ulrich.bachmann@zhdk.ch) by 6 May at the latest. Electrical connection and a small table will be available. During the allocated sessions you are required to give your presentation and supervise your own laptop. The AIC 2011 Organising Committee is not responsible for any loss, damage or whatever to your laptop.

## POSTER Format

Your final paper's content is to be presented in graphic form so that you can explain it to the conference participants during your poster sessions. The poster should be a visual presentation of your submitted paper.

### Size

The work has to be presented as a **single sheet** because of the hanging system. The format is vertical (portrait format). The size is F4, which is 90cm wide by 128 cm high. Please strictly follow this formatting.

### Language

The text of your poster must be in high quality English.

### Lettering

The poster should be easily readable at a distance of 2 meters. Use upper and lower case for general content; the use of all-capital text is difficult to read. Please avoid using a mixture of different types and font styles. Use left-aligned text as it is easier to read.

### Recommendations (optional)

Type of text	Size of characters	Case / Style	General advice
<b>Title</b>	20-24 mm, or 100 point maximum	Title Case / <b>Bold</b>	At the top of the poster include the title of the presentation, the name of the author(s) and their institution(s)
<b>Headings</b>	48 point is suggested, 60 point maximum	Title Case	<b>Headings:</b> 48 point is suggested, 60 point maximum. Title Case Headings such as 'Introduction', 'Method', 'Results', 'Discussions' and 'Conclusions' are useful.
<b>Content</b>	24-28 point, 32 point maximum, single spaced	Upper and lower case	The text should be brief throughout. Any description of methods should be simple and concise.

### Graphs/photographs

For visual effect, it is recommended that graphs and images be no smaller than 12 × 18 cm.

### Contact

If you have any questions, please contact Marcus Pericin ([marcus.pericin@aic2011.org](mailto:marcus.pericin@aic2011.org))