



De Havilland Campus  
University of Hertfordshire  
28 – 30 June 2007

## **CALL FOR POSTER PRESENTATIONS**

An opportunity to present information on projects or new work will be available to conference participants. The information should be in the format of a poster and should present information regarding projects, research or activities of interest to library and information professionals. Posters may be submitted by individuals or groups.

An area in the exhibition hall will be designated between 10.30 and 16.00 on Friday 29 June 2007 for the display of posters. A display board measuring 1 metre wide x 2 metres high will be available for each presentation. A prize will be awarded for the best poster. If required, a Perspex literature dispenser will be provided to hold A4 size handouts.

Colleagues interested in displaying a poster are invited to complete an application form and send it with a brief description of not more than 200 words to Joan Thompson at CILIP either by post or by e-mail.

Joan Thompson  
CILIP  
7 Ridgmount Street  
London  
WC1E 7AE

[joan.thompson@cilip.org.uk](mailto:joan.thompson@cilip.org.uk)

### **Time schedule**

1 April 2007: Deadline for receipt at CILIP of application and description of poster  
May 2007: CILIP will inform applicants of the final decision of acceptance of the Umbrella Director of Studies and the Chair of the Planning committee

## **Poster session guidelines**

### **Presentation**

- Full use of colour, bold and larger typefaces is encouraged and all sections of the poster should be clearly legible from a distance of 2 meters
- The use of illustrative material, photographs etc is recommended
- The design should be thought out so as to give quick impact and attract immediate interest
- All posters should be accompanied by a presenter during the conference breaks throughout the display session. The presenter should be able to answer questions and provide further information
- Explanatory handouts are also encouraged to fill in more detail.

## **Content**

It is important that the poster illustrates a topical theme that is easily comprehended in a poster format. It should convey a simple message. New developments, research projects or recent activities, such as posters showing how disasters have been handled, introducing an innovative approach to disseminating information to different communities, showing new approaches to library design etc are examples of approaches that might be adopted.

Poster sessions should not be used simply as a means of advertisement, e.g. of conferences, library school courses etc which are more appropriately advertised by other means.

Posters should not be simply downloaded Powerpoint presentations or Web pages.

## **The criteria for judging poster sessions are:**

- Overall aesthetic quality, clarity of presentation and general appearance
- Information content
- Handouts
- Helpfulness of presenter
- Overall interest and relevance

The Umbrella Director of Studies and the Chair of the Planning committee will judge the poster sessions. The winner will be announced at the end of the Plenary Session on Friday afternoon.