

# WORLD DREDGING CONGRESS XVII

## Dredging in a Sensitive Environment

CCH - Congress Centre, Hamburg, Germany  
27 September - 1 October 2004

In conjunction with SMM 2004 Shipbuilding, Machinery & Marine Technology International Trade Fair  
28 September – 2 October 2004



## Guidelines for Poster Presenters

**Issued by:** CEDA – Central Dredging Association  
for the  
International Technical Papers Committee of WODCON XVII  
**Date:** May 2004

**WODCON XVII is organized by CEDA on behalf of WODA, which incorporates**

WEDA - Western Dredging Association

CEDA - Central Dredging Association

EADA - Eastern Dredging Association

### **in association with**

Free and Hanseatic City of Hamburg, State Ministry for Economic and Labour Affairs,  
Department of Port and River Engineering

### **Supporting organizations**

HTG - Hafenbautechnische Gesellschaft

IADC - International Association of Dredging Companies

IAPH - International Association of Ports and Harbors

IMO - International Maritime Organisation

PIANC - International Navigation Association



This document is meant to assist the authors of papers accepted for the poster session in the preparation and presentation of their posters.

## **1. Introduction**

A poster presentation as opposed to traditional oral presentation allows a greater time span for each presentation. It also provides an opportunity for authors to present papers in way that clearly helps the viewer understand the contents of the written paper.

## **2. Poster Presentations**

- Posters will be on display throughout the Congress. On Wednesday, 29 September, authors are requested to stand by their posters in the coffee and lunch breaks when delegates will circulate, talking to the authors and asking questions on a one-to-one basis or making appointments for further individual discussions.
- A special notice board will be available in the poster area and a small plastic envelop will be fixed on each poster board where delegates requesting additional information, reprints, and appointment can place their business cards.

## **2. Instructions for the display of posters**

- The area designated for poster presentations is the foyer of one of the technical session rooms (Hall 4). Each poster presenter will be provided with a poster board (one-sided). The boards are 1 meter wide and 2.4 meters high and have a white or grey laminate surface, or a fabric surface on which ‘Velcro Dots and Dashes’ can be used to fix illustrations (no pins, super glues or material that will damage boards may be used to fix posters to them). Fixing material will be provided free of charge at the Congress Registration desk.
- Poster presenters are responsible for mounting their own material at least one hour prior to the opening of the Congress on Tuesday 28 September, 9:00 hrs. The poster boards will be available from Monday, 27 September 14:00 hrs. Presenters are kindly requested to keep their posters on display during the whole Congress remove them only on Friday, 1 October after 11:45 hrs. Neither the organisers of the Congress, nor the CCH can assume responsibility for displayed materials.

## **3. Guidelines for the preparation of posters**

- All illustrations, charts, etc., to be posted should be prepared in advance as materials for these purposes will not be available at the meeting site.
- Each poster paper must have a heading giving the title of the paper (in very large type, 84 point), the author(s), and their affiliation(s) (72 point), so that prospective audience will be able to identify posters of interest from a distance. The use of all capitals for titles and headings is not needed, it can sometimes make them harder to read.
- Material will have to be read by participants from at least one meter or more, so lettering on illustrations should be large and legible. The use of simple fonts such as Times, Helvetica or Prestige Elite is encouraged. Text on panels should be between 18 and 24 pt with double or 1.5 spacing between lines of text to be legible.
- Whenever possible, graphs, charts, tables, figures, pictures or lists should be used instead of text to get the points across. Framing the text by putting a box around it will help readers to focus. The overuse of outlining and shadowing can be distracting therefore it should be avoided.
- Material should be displayed in logical sequence: introduction, development, results, conclusion. For optimum impact it is advisable to make a clear plan for the layout of your board before leaving for the Congress.

- The posters do not need to be "arty" but the effectiveness of a poster presentation will be enhanced by using techniques such as mounting the sheets on coloured construction paper, etc., to improve the graphic impact. Please note, however, that simplicity, ease of reading, etc., are more important than artistic flair. Illustrations should not be mounted on heavy stock as this could make them difficult to mount on poster boards.

On the Congress site there will be a Poster Presentations Chair present who should be contacted with any questions of a logistical nature. Authors will be advised how to do this upon registration.