



## Poster Session

### Notes for Poster Presenters

2017 Institute on General Education cum Teacher and Student Conference

#### [Submit the application](#)

1. *Size.* The display area of the notice board is 140 cm in height and 90 cm in width. You can use the space for one big poster or several small ones.
2. *Language.* It is recommended that your poster be prepared in English, as the Poster Session will open to both local and international participants.
3. *Format.* Your poster should contain a title and the name and affiliation of the author(s). It should have a brief introduction to help readers understand the context and background of your project.
4. *Images.* Images included in the poster should not infringe copyright.
5. *Printing.* The Office of University General Education can arrange for the printing if you choose to present one big poster. Should you like us to print your poster, please provide an electronic copy of your poster in PDF format by 9 June 2017 (Friday). File smaller than 5 MB can be uploaded to the [online Poster Upload form](#). File larger than 5 MB should be uploaded to an online file hosting service (e.g. Dropbox, Google Drive, etc), with the link provided in the "Remarks" box in the form.
6. *Poster Set-up.* Posters printed through our Office will be set up by our staff. All other posters are to be set up before the Poster Session by the authors with assistance from our Office, preferably on 26 June 2017 (Monday). Exact timing and venue will be coordinated with the poster authors after the submission period. All posters will be exhibited at the venue during 27-30 June 2017. The Poster Session allows you to explain your project and exchange ideas with other participants. Supplementary materials (e.g. handouts and papers) may assist your readers to learn more about your project. Audio-visual equipment, with fully charged batteries, can be brought to the venue to assist your presentation.
7. *Poster Dismount.* The authors may dismount the poster after the Closing Ceremony on 30 June 2017 (Friday). Or else, they will be handled by our Office.