

Hotel Hilton | Cartagena de Indias | Julio 26 al 29, 2009

# X SIMPOSIO BOLIVARIANO

## EXPLORACIÓN PETROLERA EN LAS CUENCAS SUBANDINAS



## Preparing for Your Poster Presentation

Technical audiences are sensitive to commercial overtones and overuse of corporate logos in scientific presentations. You are advised to employ the proper professionalism and discretion in these areas. Logos on posters are appropriate on the title and summation graphics and should not detract from the scientific message. Advertising and sales promotions in any form are strictly prohibited. It is assumed that as a presenter you must have the proper permissions to present all the information printed in your poster. **The X Symposium Petroleum Exploration in Subandean Basins assumes no responsibility for the confidentiality of the material presented during the poster sessions.**

### Responsibilities from presenters

- Register in advanced for the symposium
- Reserve your Hotel in advanced
- Transport your material to and from the Hilton Hotel Convention Center.
- Assemble your display.
- Focusing your poster on technical content, advertising and sales promotions in any form (e.g., price lists, etc.) is strictly prohibited.
- Promptly remove all material within 30 minutes of the end of the poster session. You must not begin disassembly until the close of the session.

- Securing the safety of your material before, during and after the poster sessions.
- Provide your own materials to attach your display to the panels e.g., tape, wire, string, etc. A limited supply of materials will be available at the Poster Assistance Desk.

### Session Location & Access

The Poster Sessions will be located in the Guacamayo ballroom. You may use the main entrance of the Hilton Hotel Convention Center to carry your material into the designated area. **You are solely responsible for transporting your material to and from the poster area.** Your "POSTER PRESENTER" ribbon will allow you to enter the Poster Area at 7:30 a.m. and to remain one-half hour after closing in order to set up and remove your display. **Please observe setup and breakdown times for AM and PM sessions.** You must obtain your presenter ribbon prior to setting up your display on the day of your presentation. If you pre-register, you will receive a ribbon when you pick up your registration packet. Otherwise, you must obtain it at the Registration counter. Morning poster presenters must be present at their poster booths from 9:30 to 11:00 am and afternoon poster presenters from 3:00 to 4:30 pm

### Booth Design

- Posters will be displayed in 1.92 x 1.40 meters booths in the the Guacamayo ballroom.

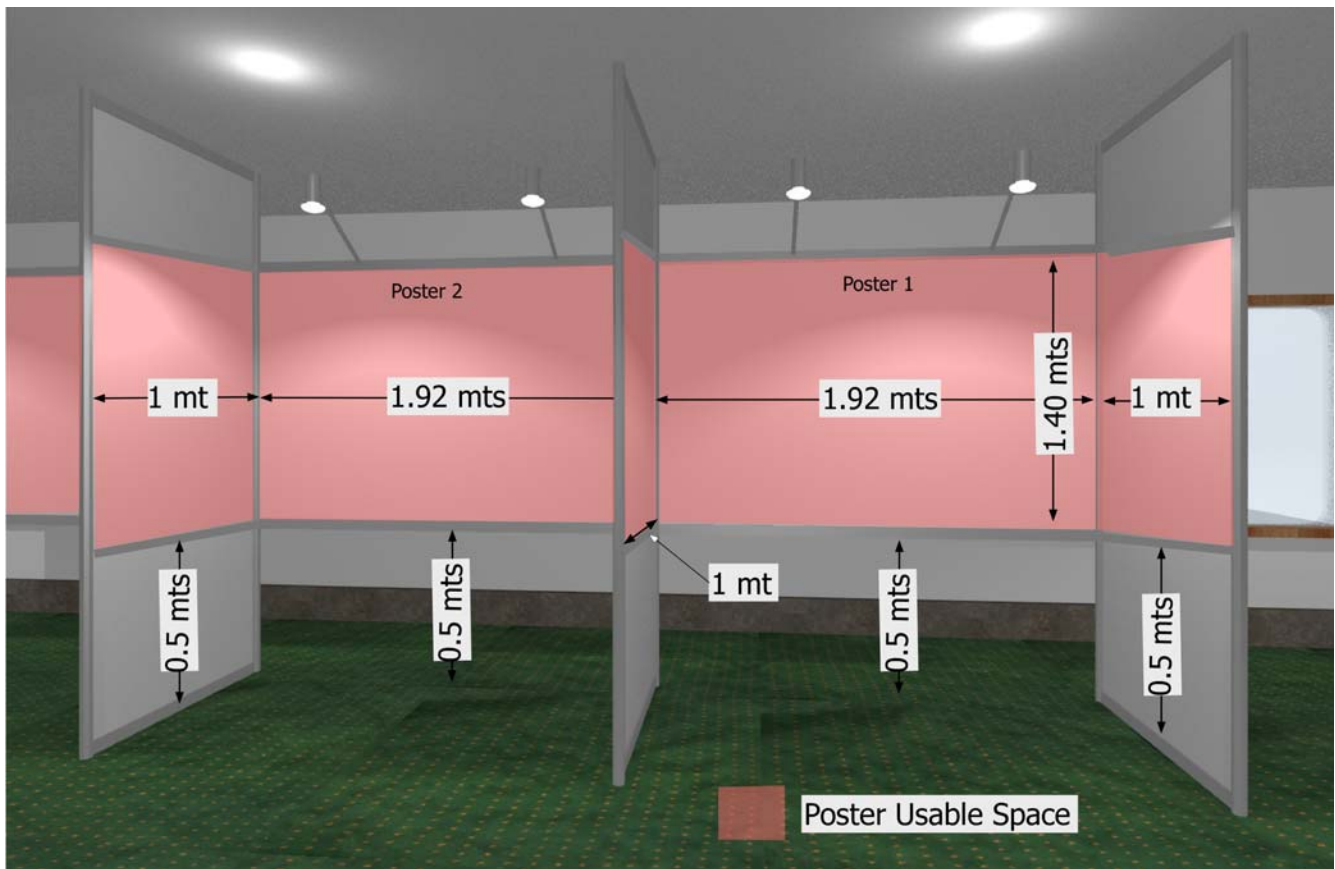


Figure 1. 3D rendered view of the poster booths

- Each booth will be equipped with three (3) upright standing Vinyl boards with the dimensions shown in Figure 1, one chair and one (1) electrical outlet. DO NOT use the lower and upper portions of the lateral vinyl boards for your posterboards.
- Computers, VCRs, portable projectors and other special equipment must be provided by the presenter.
- If you are providing a computer for your poster, remember to bring your surge suppressor as well. An extension cord may also be necessary for your computer or other electrical equipment.
- It is suggested that you have copies of your abstract or handout materials available for attendees, which should include author's name, address, and phone/e-mail, a packet that can be affixed to your display boards.
- Presenters should bring adhesive tape only to fix the poster on the vinyl boards.