



CAES INTERNATIONAL CONFERENCE | 1-3 JUNE, 2017

FACES OF ENGLISH 2:

TEACHING AND RESEARCHING ACADEMIC AND PROFESSIONAL ENGLISH

CAES
Centre for Applied English Studies



Room 6.60, 6/F, Run Run Shaw Tower, The University of Hong Kong, Pokfulam, Hong Kong

E-mail: facesofenglish@hku.hk | Web: <http://caes.hku.hk/facesofenglish2>

GUIDELINES FOR POSTER PRESENTATIONS

Poster sessions will take place in the foyer outside the **Yuet Ming Auditorium** on the Main Campus of The University of Hong Kong from 1 June to 3 June 2017. The presenter must stand by his/her poster board during the hour specified. They are expected to answer questions raised by the registrants.

Please visit <http://caes.hku.hk/facesofenglish2/programme-overview/> for the conference programme from 18 April 2017.

Presenters must register and pay by 1 March 2017. It will be assumed that presenters not registered by this date have withdrawn from the programme and their abstracts will not appear in the Conference Programme.

Setup and Dismantle Information

1. The poster board is 1 m/100 cm (width) x 2 m/200 cm (height).
2. The poster size should be 90 cm (width) x 150 cm (height).
3. A chair will be provided by the side of each poster board for each poster session presenter.
4. No audiovisual equipment will be provided for poster presentations. The presenter has to take care of the equipment. The conference organizer will not take any responsibilities for loss or damage of such devices.
5. You will be assigned a poster board with your Name and Proposal ID stuck on it. Make sure you identify the right board. Volunteers will be available in the poster session area for assistance.
6. Prepare hard copies of handouts on your own if you want to distribute them to your audience.
7. Posters should be set up by 9 a.m. and taken down by 5:30 p.m.

Poster Design Recommendations

1. Materials should include the title of the presentation and list of authors. Aside from wording, presenters are encouraged to use figures, tables, color photographs, charts, etc.
2. Illustration should be readable from a distance of three feet or more.

No-Shows

If you are not able to fulfill your commitment, please contact the conference secretariat at facesofenglish@hku.hk before 1 May 2017.