Fifth African Population Conference
Theme: Emerging Issues on Population and Development in Africa
Arusha International Conference Centre (AICC), Tanzania
10-14 December 2007

Instructions for Poster Presenters

The Poster Sessions will be held in the Karafuu Lobby of the Arusha International Conference Centre, next to the exhibition stands, the registration desk, and the coffee-break area. Over 200 posters are scheduled to be presented.

Please notify us immediately at uaps2007conf@aphrc.org if you are unable to attend the meetings or present your poster, so that we can assign your poster space to someone else or make other adjustments in the program.

1. Deadline for uploading full papers

All poster authors should upload their paper onto the Conference programme website by **15 October 2007.** This should be the full version of the paper their poster is based on, rather than the powerpoint slides. A CD-Rom will be produced of all the papers from oral and poster presentations at the conference and will be distributed to all conference participants. Any paper uploaded after 30 September will not be included in the CD-Rom.

2. Schedule for Poster Sessions

Each poster session will last one day and will include approximately 50 posters. Authors are responsible for setting up their poster at the beginning of the day and removing it at the end of the day. Each poster board will be identified by a poster number. Refer to the final program to confirm the number assigned to your poster presentation.

The Arusha International Conference Centre will provide means to allow you mount your poster. There is no need for you to bring glue, tape, or other adhesive materials to the Conference.

Authors are asked to be present at their posters during the poster tour sessions (12:45-14:15) to discuss their findings with participants and answer any questions.

The timing of the daily Poster Sessions will be as follows:
Poster set up/mounting: 7:30-8:00
Poster display: 8:30-17:00
Poster tours: 12:45-14:15
Poster removal: 17:00-19:00

Please note that all posters must be removed everyday by 19:00. Conference organisers are not responsible for the loss of posters that are not removed by this deadline.

3. Your poster presentation

You may have copies of abstracts available for distribution during the poster session. Please do not submit abstracts of poster presentations to the UAPS office.

The presenting author should be present during the poster tour session between 12.45 and 13.15. A large attendance is expected, so be prepared for a busy session.

4. Preparing the posters

Please print and bring your own posters with you as it will not be possible to print posters at the conference venue.

Posters should be A0 in size. As far as possible, posters should be printed on one sheet of A4-size paper. The poster boards will be **140cm high by 87.5 cm wide (55 inches by 34 inches)**, so the size of the posters should be kept within these limits. Posters should be printed in portrait format only, **not** landscape. It may not be possible to find a place in the poster display venue for any posters that are printed in landscape format. Please use thin mounting materials because heavy board is difficult to keep in place.

While a template is available for your guidance, you are encouraged to be creative and to design your own layout for your poster. Your poster should include the following: introduction, background, results (including figures and tables), discussion, conclusions and implications for programmes and policy. Please keep the description of methodologies short and focus on producing a substantive results section and on the discussion, conclusions and implications. Include details of authors, and the names and logos of their institutions.

Well designed posters with clear graphs and tables will attract more attention from participants than text documents.

5. Further information

If you have any questions, please contact the Conference Coordinator, at:
uaps200conf@aphrc.org

For more tips on reducing file size, including how to change .bmp graphics into .gifs and convert text from PowerPoint and html to Word, please consult the websites:
http://www.klariti.com/microsoft-word/Reduce-Microsoft-Word-File-Size3.shtml
http://techrepublic.com.com/5100-6270-1059688.html .

You can find additional and very useful guidelines on how to prepare a successful scientific poster at the following websites:
http://www.cpc.unc.edu/services/infoserv/graphics/posters.html
http://www.pop.psu.edu/info-core/library/posters.htm
http://www.scifor.com/Guidelines.htm
http://www.ce.umn.edu/~smith/supplements/poster/guide.htm
http://www.writing.eng.vt.edu/posters.html