

Dear Poster Session Author,

We are less than 60 days away from the beginning of our annual conference in Stockholm. Many people have worked very hard to review your submissions, create exciting panels and generally deal with the hundreds of details involved with putting together an international conference.

Please check the details of your poster session by going to the AIB 2004 website and clicking on: <http://aib.msu.edu/events/2004/PreliminaryProgram.asp> Please check the preliminary program on the website to make sure that all your co-authors and their affiliations as well as your paper's name appears correctly. Please help us by sending any corrections to aib2004@sabanciuniv.edu. The deadline for any changes/corrections is also June 7th. The chairs of your poster session will be announced in a week time on the program as well.

The poster boards will be 225 cm long and 100 cm wide. As the 75cm part from the bottom will not be very efficient to use, you can prepare something for a usable area of 150X100 (in centimeters) where you can attach several sheets of text, data and/or graphics.

Although in the beginning, we wanted to include full papers in a CD this year as of proceedings, the reason being not to create any problems in further publications of the manuscripts we ended up including just the ABSTRACTS this year as well. So, for revised versions of manuscripts there is no deadline. You can bring the latest version to the conference as long as you submit us the latest version of your abstracts until June 7th. Please load the updated abstracts by June 7th, 2004 at <http://frontpage.cbs.dk/aib2004/author/login.php> for the proceedings.

Other than that, you can reach the basic travel information about Stockholm in the AIB web page: <http://aib.msu.edu/events/2004/TravelInformation.asp> As announced before, all registration and hotel details can be found on the AIB conference web page as well: <http://aib.msu.edu/events/2004/> Please make sure that at least the presenter is registered for the conference. Also please remember that the AIB regulations require all presenters to be members of the Academy.

Now come the details you need to follow to make your poster presentation the best it can be. Thanks are in order to **Lorraine Eden**, Texas A&M, who originally penned these detailed instructions:

1. Put up a header or banner with the title of your paper, your name and university. Print in as large a font as your printer can handle. Shorten the title of the paper if necessary. Do not make the banner/header any longer than five feet (the width of the board).

2. Please use a LARGE FONT for all your individual sheets -- so large that the text can be seen from THREE FEET away. I suggest you print one page this way, then stand three feet away and see if you can read it; if not, make the text bigger.

3. Please bring 40 copies of a 2-3 page handout. I know people don't like to carry much paper either to or from conferences, so I recommend doing a handout of your poster pages, six pages to a page, double sided so that the handout is one to three sheets of paper maximum. Any copies of handouts left over after the session should be given to, or collected by, your Poster Session Chair, who will see that they are made available to other AIB participants who may have missed your session due to other commitments. (We will have a place where leftover summaries can be put for browsing.)

4. Another useful item is a bowl on the floor (bring one down from your room and then return it) or an envelope tacked to your poster board where individuals can drop their business cards and request copies of the paper.

5. The Poster Session Chair should have thumb tacks, masking tape, colored markers, etc, supplied by the hotel, but -- just in case -- it might be useful to bring your own.

Remember that lunch is being served in the same room, so that there will be a crowd, people will be moving around and looking to talk to you about your work. Discussion will be informal as people circulate around the room, asking questions and engaging in debate. If you have any questions, please address them first to your Poster Session Chair, and then if he can't answer them, he'll funnel the questions to me.

If you haven't yet done so, please do make your hotel reservations and register for the conference.

Looking forward to seeing you in Stockholm, I send you my best greetings from Istanbul!

Nakiye,

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