

Dear Poster Session Author,

In less than 2 months we will be happy to welcome you in Quebec city. We thought it would be helpful to send you instructions regarding the organization of the competitive sessions. There are many things that each of us can do to ensure that the paper sessions are rewarding.

It is now our procedure to include just the ABSTRACTS of the manuscripts in the proceedings, in order not to create any problems in further publications of the manuscripts. 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 Wednesday, June 1st. Please load the updated abstracts by June 1, 2005 at <http://frontpage.cbs.dk/aib2005/author/login.php> for the proceedings.

Please make sure that the presenter is registered for the conference. As part of AIB's new no-show policy, if the presenter is not registered for the conference by June 1, your manuscript will be dropped from the program.

Please check the details of your poster session by going to the AIB 2005 website and clicking on: <http://aib.msu.edu/events/2005/PreliminaryProgram.asp> 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. You should set up your boards earlier in the day (during the morning sessions or the morning coffee break). Each poster board will be marked with the name of the author. Volunteers will be available to assist you and to provide you with Velcro pieces that can be used to stick your presentations to the poster boards. Please take a look at last year's pictures in Stockholm at: http://aib.msu.edu/events/2004/pictures/Poster_Sessions/index.html. This will give you a good idea of what the poster sessions look like and what you should prepare for your presentations.

Please find below suggestions prepared by former AIB program chairs :

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. Try to make your presentation eye-catching, by using large charts, tables, and graphs. Most importantly, do NOT post pages from your manuscript.
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.

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 Quebec city!

Best regards,

Yves Doz
The Timken Chaired Professor
of Global Technology and Innovation
INSEAD, Fontainebleau, France

AIB 2005 Program Chair
e-mail: aib2005.fb@insead.edu