

November 2009

Dear ICIS Research-in-Progress Author:

Congratulations on the acceptance of your research-in-progress paper to ICIS 2009! We are looking forward to a robust poster session, and thank you for your interest in ICIS.

Below are the ICIS 2009 guidelines for poster preparation. The Grand Canyon Ballroom will be available for hanging posters beginning at the Thursday morning break; please plan to hang your poster between 10:00 am and 10:30 am that morning, or no later than 11:30 am.

Contact Ms. Cathy Larson at cal@eller.arizona.edu if you have questions or need additional information.

Location and Time:

- § The poster session will be held on Thursday, December 17, in the Grand Canyon Ballroom from 12:00 noon to 1:30 pm (13:30). The Ballroom will be available beginning at the morning break; please plan to hang your poster during the morning break (between 10:00 am and 10:30 am), or not later than 11:30 am that morning.
- § All authors are requested to be "on duty" next to your poster for the full time period, from 12:00 to 1:30 pm.
- § A boxed lunch will be served during that time, so people will be milling around and eating. You may wish to bring a few copies of your full paper or a sign-up sheet for attendees who wish for a copy of your paper.

Display Boards:

- § We will provide one display board for each paper. The display boards will be approximately 3 feet tall by 6 feet wide (slightly less than 1 meter by 2 meters).
- § Before hanging your poster, check in with the ICIS volunteer stationed there to receive your assigned location. They will point you in the right direction.
- § You will also have a small table on which you may set handouts, a sign-up sheet, copies of your paper, business cards, etc.
- § Push pins will be provided along with tape back-up! There is no need to bring your own.

Poster Preparation Requirements:

- § We are requesting that all authors bring a single, large, well-prepared, professional-looking poster for this session. We are especially requesting that authors *not* bring print-outs of their slides to post.
 - Ø A graphics program such as Adobe Illustrator or Photoshop can be used to create a poster, but a much more familiar software program for most people is PowerPoint. Instructions on using PowerPoint to create a large, professional-looking poster can be found at <http://www.ncsu.edu/project/posters/NewSite/PPTinstructions.html>. The large version of your poster can be brought to a local printing or copy shop (such as FedEx Kinko's) for printing.
 - Ø Posters should be prepared in landscape format. We recommend that you prepare a title sign in large font (the title should be at least 5cm tall) plus a single poster that fits within the remaining space.
 - Ø Consult <http://www.ncsu.edu/project/posters/> for additional information about what is important in preparing posters. It provides excellent suggestions and has numerous illustrations of the "do's and don'ts" of poster presentations.

Best Poster Award:

- § ICIS 2009 is pleased to announce a "Best Poster Award" – all presenting Research in Progress authors are eligible to win! The award will be based on scientific merit, innovation, clarity of presentation, and best use of the poster format. The winners will receive a commemorative award.

Please copy your co-authors on this message. And once again, congratulations on the acceptance of your research-in-progress paper at ICIS! We look forward to seeing you.

Sincerely,

-- Hsinchun Chen and Sandra Slaughter
ICIS 2009 Program Chairs

-- Cathy Larson
Poster Session Local Arrangements