GUIDELINES FOR POSTER PRESENTATIONS

1. General Information
With submission of your poster abstract to the Sixth International Symposium on the Geochemistry of the Earth's Surface (GES-6), you agreed to present your abstract on the day and time assigned by the Program Committee.

2. Poster Preparation
Place the title, the authors' names, and address information of your paper prominently at the top of the poster board to allow viewers to identify your paper easily. Prepare all diagrams or charts neatly and legibly beforehand in a size sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24 point font and headers AT LEAST 36 point font.

3. Poster Setup
Poster sessions will be held in the Garden Level of the Hawaii Imin Conference Center (East-West Center). Each poster board will be labeled with the assigned abstract title and name of presenter. All posters should be placed on the boards between 0745h and 0830h on the day of your presentation. Posters must remain up the entire day. All poster displays must be removed by 1700h. Posters remaining after these times will be removed and placed at the Symposium Secretariat's Office. Neither GES-6 nor EWC will be responsible for posters and materials left on poster boards after the stated hours.
A poster board will be provided for each presenter. Each board measures approximately 4' x 6' (46" wide by 63.5" high or 117 cm x 160 cm). The board is 7" off the floor. The display boards are double-sided and will be shared by two presenters, one on each side. We will provide one chair in each poster space.
As a courtesy to other presenters, please do not move tables and/or chairs from other booths.

4. Poster Presentation
You are requested to be present at your board at the scheduled presentation times during the morning and afternoon coffee breaks and for at least 1 hour during the lunch break. The coffee breaks are 45 minutes each at approximately 1000h and 1500h. The lunch break is 1 1/2 hours, from approximately 1200h.

5. Audiovisual Equipment and Internet Access
Upon REQUEST, audiovisual (AV) equipment and Internet access will be made available to enhance your poster presentation. You may request either a VHS video cassette player or a 10BaseT connection (RJ45) but NOT both. A table will also be provided upon request. You must provide your own Windows-based or Macintosh computer. Requests must be made in writing to ges6@soest.hawaii.edu by 20 April 2002. Orders placed on-site are subject to availability.

6. Secretariat's Office
The Symposium Secretariat's Office will be located on the 2nd Floor of the Hawaii Imin Conference Center (East-West Center) throughout the entire week of the Symposium. Symposium staff will be available to assist you at the poster session room during setup and at close of day. Thumbtacks, pushpins, tape, and scissors will be available for your use. Additional supplies may be available, however, if you have special needs for your poster presentation, we suggest you bring those supplies with you to the meeting. Questions about Poster equipment should be directed to the Secretariat.