

3RD INTERNATIONAL CONFERENCE ON TECHNOLOGY POLICY AND INNOVATION

CURITIBA'2000

INSTRUCTIONS FOR POSTER PREPARATION

and final Abstract Submission

GENERAL

A poster presentation provides an intimate forum for the presentation of technical papers and for the two-way exchange of ideas. Detailed instructions for authors are provided below. The objectives of these guidelines are to provide the basic ground rules and useful suggestions to make the author's poster presentation successful.

LOCATION AND TIME

The poster session will be held during the full conference duration in the Conference Hall. Authors of each posters are assigned a vertical bulletin board (poster board) on which they can mount diagrams, graphs, data, pictures, and a small amount of text to illustrate the key points of their papers.

Posters should be mounted on the boards on monday, August 28th¹, and removed after 6:00PM on Thursday, August 31st. Coffee breaks will be used as the time for discussions of the posters. It is recommended that one of the authors be present at their booth during at least the poster session.

POSTER BOARD DESCRIPTION

The poster boards are plywood sheets, so that materials to be prepared by authors can be fixed on the boards with thumb tacks and velcro. In each poster session, assignment of the board will be made by the paper number tacked at the top of each board. The paper number to identify each paper is provided in the FINAL PROGRAM. The free area for the posters on each board is approximately **1 meter wide by 1,5 meter long**. Tacks are supplied at the Local Organizing Committee Office.

POSTER PREPARATION

The title of the paper should be prepared by the authors of each paper. In short, posters should contain all of the essential information in the paper. The sizes and amount of material used and other details are left to the discretion of the authors. there is no obligation to fill the entire space on board. At the same time, do not mount a complete manuscript. The impression which the poster created greatly affects the evaluation of the full paper by the technical community. The rules for the preparation of good slides apply to the presentation of goods poster materials, e.g., keep simple; avoid overcrowding; make sure letters are large enough to be legible, lines are thick enough to be seen from a distance, and that there is enough contrast between lines or lettering and background; do not try to provide too much information on one sheet, etc.

ABSTRACT PREPARATION

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A **one page ABSTRACT** of each poster is planned to be included in the *Conference Book of Abstracts* and in the *CD-Rom*, which will be distributed to all the Conference participants. The Abstract must include the title, the authors and their affiliation, and must have about 300-400 words, with supporting figures if necessary. Please make sure that the abstract is not more than 1 page long. Examples of an Abstract is found at <http://in3.dem.ist.utl.pt/curitiba2000/>

DEADLINE FOR ABSTRACT SUBMISSION:

Abstract should be sent electronically before July 1, via **e-mail**, to curitiba2000@cits.br, as specified in <http://in3.dem.ist.utl.pt/curitiba2000/>. Diskettes may be sent by regular air mail **only exceptionally and in case of impossible transmission**.

i) ELECTRONIC SUBMISSION THROUGH E-MAIL – DEADLINE: 1 JULY, 2000

The ABSTRACT must be sent as AN ATTACHED WORD 97 DOCUMENT/FILE for **Windows (WORD. 97 or less)**. If you are using other Microsoft based software, please “**save as**” word 6.0. The e-mail address to be used is as follows:

curitiba2000@cits.br

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ii) AIR MAIL, ONLY FOR EXCEPTIONAL REASONS

The **original Abstract**, and **1 disquette** (3.5"; PC format; Word 97 for Windows) should be sent to the address below by **July 1, 2000**.

CURITIBA 2000

c/o Local Secretariat

Centro Internacional de Tecnologia de Software - CITS

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