

# POSTER GUIDELINES



## 1.0 ICoRCE 2018 Introduction:

The 3<sup>rd</sup> International Construction Research Conference and Exhibition (ICoRCE) themed “**Harnessing the Potential of the Legal and Institutional Framework for Inclusive and Sustainable Growth in the Construction Industry**” is an initiative by National Construction Authority for showcasing research work and innovative construction products. This year the conference will happen between 7<sup>th</sup> and 9<sup>th</sup> November, 2018.

The conference shall have oral and poster presentation to boost dissemination of research findings and knowledge sharing among researchers, academia and industry professionals. Posters provide a platform for a one-to-one communication and a more in-depth description and discussion of the research work or otherwise.

## 2.0 Entry Guidelines:

The following are the basic guidelines:

- a) Poster presentations are open to University students undertaking construction industry related courses within Nairobi;
- b) A maximum of 2 students are allowed to jointly submit a proposal;
- c) All posters must be accompanied by well written abstracts that briefly describe the poster’s contents which must be in line with the conference theme;
- d) No student or groups of students are allowed to submit more than 1 entry;
- e) The best two posters from each public university will qualify ;
- f) Authors of all qualifying entries will have free access to all ICoRCE events but will be required to register online at [icorce.nca.go.ke](http://icorce.nca.go.ke) by **12.00pm** on **6<sup>th</sup> November, 2018**
- g) Authors must disclose on their poster whether the abstract has been previously published. If the abstract has been previously published, authors should indicate the date and publication.

## 3.0 Presentation Guidelines

The following are the basic guidelines:

- a) Standard poster size will be A1 paper size measuring **594mm (width) × 841mm (length)**;
- b) Preliminary entries of Abstracts and posters will be submitted online to [research@nca.go.ke](mailto:research@nca.go.ke) in PDF format by **5pm** on **31<sup>st</sup> October, 2018**;

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- c) Successful entries will be confirmed on Friday, 2<sup>nd</sup> November, 2018;
- d) Authors will be required to avail final prints by Monday 5<sup>th</sup> November, 2018 to the paper size standards stated above. A copy of the abstract should always be present at the exhibition for reference. Note that there will be no printing of posters at the conference. Failure to submit on time will lead to disqualification;
- e) Each poster shall have a **Title** followed by **Author(s) Name** and **Institution**;
- f) Each abstract shall have a **Title** followed by **Author (s) Name**, **Contact(s)** and their **Institution's Name**;
- g) Your poster must correspond to the title and content of the abstract submitted.

### Also note that:

- i. The information in the poster must be presented clearly and simply;
- ii. Use a consistent, presentable font style;
- iii. Keep the text brief and to the point;
- iv. Figures, tables, graphs and/or photographs can be used where suitable and appropriately labeled;
- v. All secondary sources should be acknowledged in the abstract;
- vi. Posters must be of materials that can be mounted easily with push pins;
- vii. Posters should be designed for clear viewing;
- viii. Colored posters are permitted;
- ix. Audiovisual equipment is not permitted in the poster board area;
- x. You must register and wear an official ICoRCE 2018 conference badge to gain admittance at any time to the poster areas. If you would like to invite a guest (e.g., friend, colleague, etc), he or she must complete the conference registration process. Unregistered guests are not permitted to attend the poster sessions;
- xi. Do not leave personal materials or belongings under poster boards or in the poster area. NCA is not responsible for any articles left in the poster area or elsewhere.

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### 4.0 Poster Mounting, Presentation and Removal Schedule

The qualifying posters will be displayed at the lobby to the Conference venue throughout the conference period. Posters must remain on the boards for the entire duration of the conference. Authors must also be present by their boards during breaks and exhibition times to respond to any comments or clarifications from the delegates.

Note that during the conference period (7<sup>th</sup> – 9<sup>th</sup> November, 2018), all posters must be pinned up by 8.00 am (on 7<sup>th</sup> November, 2018) and **ONLY** dismantled after the conference (on 8<sup>th</sup> November, 2018) after 5 pm. For safety reasons, no one will have access to the poster and conference area after 5.00 pm during this period.

### 5.0 Important Dates:

Submission of abstracts/posters: **31<sup>st</sup> October, 2018.**

Successful Entry Notification: **Friday, 2<sup>nd</sup> November, 2018**

Submission of Final Prints: **Monday 5<sup>th</sup> November, 2018**

**Send your poster to: [research@nca.go.ke](mailto:research@nca.go.ke)**