

## POSTER PRODUCTION RESERVATION FORM

ISAAC Conference 2014 is pleased to offer, on a fee-for-service basis, local Lisbon printing and delivery to the Lisboa Congress Centre, of your accepted and scheduled poster presentation. If you would like to avoid having to print your poster yourself and bring it with you to Lisbon, ISAAC would be pleased to have your poster ready and waiting for you when you arrive at the Lisboa Congress Centre.

Total cost for this service is CDN \$100.00 (One hundred Canadian dollars).

In order to take advantage of this service, please follow these instructions:

1. Create your poster in a Word document, according to the following guidelines: The poster must not exceed the A0 (84 cm X 118 cm) portrait format. Please use an appropriate font size for the posters so that they are readable by the participants from 1.5 meter away. The poster message should be clear and understandable even without oral explanation.
2. Upload the Word version of your poster presentation to your unique submission id folder on DropBox. You will have received the details on how to access this folder by email.
3. Complete the required information below, and upload a saved copy of this pdf document into the same DropBox folder, along with your Word-version poster presentation. **FULLY COMPLETED FORMS MUST BE UPLOADED INTO YOUR DROPBOX FOLDER NO LATER THAN 5:00 PM Eastern Time (UTC-4) on JULY 4<sup>TH</sup>, 2014**
4. Your poster will be waiting for you when you arrive in Lisbon!

**All posters will be printed exactly as uploaded. ISAAC will not perform any editing on uploaded files. Any errors contained in uploaded Word documents are the sole responsibility of the author.**

### **CREDIT CARD PAYMENT**

In order to process your poster production reservation, please provide the following information

Submission ID #:

Credit Card Number (VISA or MasterCard only):

Expiry Date:

CVV (3 digits on back of card):

Name on Credit Card:

(please print name of card holder)

Address (as on file with bank or credit card company):

Signature:

Date:

**By providing this information and signature, I hereby agree to follow the instructions noted above and in ISAAC performing a one-time charge to the provided credit card for a total of CDN \$100.00. I further understand and agree that once the charge is processed, refunds will not be provided under any circumstances.**