

Poster Session Registration Form OCTOBER 19, 2011



The City of Edmonton's Capital City Clean Up is hosting TAGS: The Anti-Graffiti Symposium (TAGS) from October 18 and 19, 2011, with the help of the Complaints and Investigation Section of the Community Standards Branch and the Edmonton Police Service.

***New for the 2011, we are offering delegates the opportunity to participate in a POSTER SESSION at the conference
9:45 to 10:30 am – October 19, 2011***

A poster session is graphical presentation. The presenter illustrates their programs or research findings through displaying photos, graphs, diagrams and text on a poster board. The presenter then may have an open discussion with the attendees of the session, which will have the opportunity to circulate amongst the presenter's displays. It can be beneficial for presenters to give a brief, general introduction of the topic being discussed and then proceed with more in depth features of the subject matter. The presenter must remain by the poster boards for the entirety of the poster session 9:45 to 10:30 am.

SELECTION

- **The deadline for submissions for a poster session is September 22, 2011.**
- All submissions will be reviewed by the TAGS committee.
- The chosen poster session presenters will be contacted by October 1, 2011
- Only government, education and community not-for-profit agencies will be considered for poster sessions. Commercial or for-profit agencies wanting to participate in the conference should apply to participate in the TAGS Trade Show on October 18, 2011. Information on the Trade Show is available on the TAGS website.
- There are 10 spaces available for poster sessions.

TERMS AND CONDITIONS

- Applying for and participating in the poster sessions is free for both the attendees and the presenters who are fully registered members of TAGS 2011. **HOWEVER, those chosen to provide a poster session at the conference will be required to register and pay the regular conference registration fee.**
- The Poster Session presenter is responsible for providing any handouts that they wish to provide the delegates. If an electronic version of the poster is provided, it will be added to the conference electronic file.
- The TAGS conference will provide a 4 by 8 foot poster board for the session, as well as thumbtacks or other adhesive devices and a 6 by 3 foot table including skirting and two chairs.
- Posters may be set up between 7:00 am and 8:00 am the morning of October 19 and must be removed by 4:00 pm. All materials that are not removed by 4:00 pm will be discarded.

- Poster presenters must confine all displays and promotional materials to their designated spaces.
- The poster presenter agrees to take all liability for the loss or damage of any property of the exhibitor, which may occur during their installation, or removal of their display.
- Capital City Clean up Reserves the right to refuse and dismiss any applicant for the poster session, as well as the ability to restrict or remove any booth, display item or poster presenter that, in the opinion of Capital City Clean Up representatives, is deemed inappropriate for the event.

DESIGN RECOMMENDATIONS

All material should be labeled and legible from a 2 meter distance. Bolded lettering should be used. If the posting material is typed, please use a large font size (20-24 size font) on a light non-glossy paper (cream, white, or pale yellow are all suggested colours). Use 1-inch margins and simple, easy to read fonts such as "Times New Roman". Use proper capitalization, with both upper and lower case letters.

To Apply

Complete the attached registration form and return it to:

Ashley Lalonde
Graffiti Project Assistant
Capital City Clean Up
2nd Floor, Beaufort Building
10835 - 120 Street
P.O. Box 2359
Edmonton, AB T5H 3P9
Phone: (780) 442-5302
Fax: (780) 498-7098
Email: ashley.lalonde@edmonton.ca



DISPLAY/EXHIBIT REQUIREMENTS

Capital City Clean up encourages you to bring your own displays and equipment to outfit your designated booth or table. Please give a description of your proposed display and materials you will be bringing for your booth (NOTE: any section of the display that extends beyond the predetermined boundaries will be subject to removal).

I will require a 6 by 3 foot table and skirting for my display/poster

Yes No

I will require an electrical outlet for my display/poster

Yes No

I will require a 4 by 8 foot poster board

Yes No

ELECTRONIC PRESENTATIONS

All conference participants will be provided with electronic copies of the 2011 TAGS presentations.

If you want to have your poster session included in the distribution, it MUST be received by October 3, 2011 in order to be copied.

I am willing to provide an electronic copy of my **PRESENTATION** that will be placed on a USB stick and given to delegates upon departing the conference.

Yes No

I am willing to provide an electronic copy of my **HANDOUTS** that will be placed on a USB stick and given to delegates upon departing the conference.

Yes No

AGREEMENTS

I agree to the terms and conditions for presenting at the 2011 TAGS Poster Session Registration form.

Yes No

I am willing to have my name/contact information added to participant list that will be shared with all conference delegates.

Yes No

I am willing to be photographed and video taped and to have the images used in promoting the TAGS conference and work of the conference organizers.

Yes No

The presenter agrees to indemnify and hold harmless the City and its agents and employees from and against any and all losses, claims, demands, payments, suits, judgments, charges, expenses, actions, causes of action and costs arising of or in consequence of the presenter's negligence associated with the event. The presenter agrees to take all liability for the loss or damage of any property of the exhibitor, which may occur during their installation, or removal of their display.

Your personal information is being collected under the Authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to aid in maintaining accurate records, to provide contact information for the program and to administer the 2011 TAGS conference and the City of Edmonton Graffiti Management Program. It will be treated in accordance with the privacy protection provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the Volunteer Coordinator, 2nd Floor, Beaufort Building, 10835 – 120 Street, Edmonton AB, T5H 3P9 or (780) 496-8047.

POSTER PRESENTER Signature

Date

NOTE: This is NOT a conference participant registration form. If chosen, you must still register as a conference delegate and pay the regular conference registration fee.

Deadline for submissions: September 22, 2011.

