**Ahlia University**

**6th Annual Research Forum**

**18 - 19 April 2018**

**Guidance Notes for POSTER Presenters**

**Before the Research Forum**

**Choose a topic** which relates to research work which is

o Faculty: work must have been undertaken in the period April 2017 to April 2018

o Master and undergraduate students: work must have been completed from April 2017 to March 2018

o PhD students: students must be on the third year or later, and preferably about to submit their thesis

**Submit your information** as requested

o In the RF 2018 Participant Information Form

o Complete all fields in English

o By the deadline of close of day Thursday, 8th March 2018

o Send the RF 2018 Participant Information Form and Poster as follows,

|  |  |  |
| --- | --- | --- |
| **College/Department the Contributor Belongs to** | **Liaison** | **Administrative Officer** |
| College of Arts, Sciences and Education | Dr. Hosam Mohamed Elhamy | Ms. Khawla Buhamood |
| College of Business and Finance | Dr. Fatima Alaali | Ms. Bibi Abdulla Almahdi |
| College of Engineering | Dr. Ayman Alaiwi | Ms. Maryam Alasfoor |
| College of Information Technology | Dr. Baraa Sharif | Ms. Alya waleed khalaf |
| College of Medical Health Sciences | Dr. Sayed Abdelmonem Tantawy Mosa | Ms. Zainab Darwish |
| Consultant to Ph.D Programme | Dr. Tillal Eldabi | Ms. Hessa Aldhaen |

**Prepare for your poster**

o Poster must use the RF 2018 Poster template

o Language of presentation is English/Arabic

o Poster to be submitted must be in A1 size in either of Adobe Acrobat, PPT or PDF

o Posters consisting only of a manuscript (even if enlarged) are **not** considered to be poster and will be rejected by the technical Committee

o On the days of the Forum, arrange to be available to discuss your poster: if you are

not available for the entirety of the session, then the poster is not considered as having been presented

**On the day(s) of the Research Forum**

**Arrive at least 15 minutes before** the breaks and poster sessions

**If you cannot attend** a session

o **Notify** a member of the Organising Committee

o **Leave a post-it note** on your poster with contact details and time you will return

**Follow the instructions** of the Master of Ceremonies and/or any member of the Organising Committee (they will all be wearing RF Organiser badges)

**Tell your students** about the Research Forum...

o Attendance is important for them… even more so if they are in 498/499/595/599 courses

**If you have any questions, please feel free to contact any of the members of the Research Forum 2018 Committee:**

|  |  |
| --- | --- |
| **Technical Committee** | **Organizing committee** |
| Dr. Dalia Mohamed Kamel | Ms. Zainab Abdulwahab Darwish |
| Dr. Thaira M. Al Shirawi | Ms. Amina Al Sulaiti |
| Dr. Sayed Abdelmonem Tantawy Mosa | Ms. Bibi Abdulla Almahdi |
| Dr. Hosam Mohamed Elhamy | Ms. Khawla Buhamood |
| Dr. Ayman Alaiwi | Ms. Maryam Alasfoor |
| Dr. Baraa Sharif | Ms. Alya waleed khalaf |
| Dr. Fatima Alaali | Ms. Hessa Aldhaen |
| Dr. Tillal Eldabi |  |
| Ms. Samia Yousif |  |