

Guidance Notes for POSTER Presenters

Before the Research Forum

- **Choose a topic** which relates to research work which is
 - Faculty: work must have been undertaken in the period April 2018 to April 2019
 - Master and undergraduate students: work must have been completed from April 2018 to March 2019
 - PhD students: students must be on the third year or later, and preferably about to submit their thesis

- **Submit your information** as requested
 - In the RF 2019 Participant Information Form
 - Complete all fields in English
 - By the deadline of close of day Sunday, 28th April 2019
 - Send the RF 2019 Participant Information Form and Poster to the Deanship of Graduate Studies and Research dshewitta@ahlia.edu.bh and zdarwish@ahlia.edu.bh

- **Prepare for your poster**
 - Poster must use the RF 2019 Poster template
 - Language of presentation is English/Arabic
 - Poster to be submitted must be in A1 size in either of Adobe Acrobat, PPT or PDF
 - Posters consisting only of a manuscript (even if enlarged) are **not** considered to be poster and will be rejected by the technical Committee
 - 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
 - **Notify** a member of the Organising Committee
 - **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...
 - 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 2019 Committee:

<u>Organizing Committee</u>
Dr. Dalia Mohamed Kamel
Dr. Tillal Eldabi
Dr. Sayed Abdelmonem Tantawy Mosa
Dr Abdelmuttaleb Al Sartawi
Ms. Zainab Abdulwahab Darwish