

# GOR06 Step by Step

## Briefing for authors of a poster presentation at the GENERAL ONLINE RESEARCH 2006 in Bielefeld

Dear author,

please keep this briefing available. It contains all the important information you will need for your preparation to give a poster presentation at GOR06. Also you will find all the GOR06 deadlines step-by-step. At each step you will receive a reminder via email a few days in advance.

Please note that the GENERAL ONLINE RESEARCH is organized online. This means that you will receive all material – including your invoice and your admission ticket – via email or find downloads at our homepage.

As a consequence, it is crucial that we always have your current email address.

Thank you very much for your help!

Your DGOF-office

### STEP 1 – Check your abstract

**1** Until November 21, 2005

The abstract that you have submitted will appear exactly in the same format in the abstracts reader. For this reason we ask you kindly to control your abstract and your personal data for the conference print-outs.

Please check this details:

#### **obligatory:**

- Do we have your abstract in English?
- Do we have your presentation title in English?

#### **voluntary:**

- Did you mention all of your co-authors?
- Do you want to name their institution/university?
- Do you want to publish their email addresses?
- Do you like to publish additional contact data of you and your co-authors (URLs, telephone numbers?)

### STEP 2 – Your personal registration

**1** December 17, until December 31, 2005

All visitors and participants of the GOR have to register at our homepage. This registration is our confirmation that you will come to the GOR.

For first named authors of the GOR a reduced conference fee about 120,- EUR will count. The reduction is not valid for your co-authors. They should register as "normal" visitors.

**Registration deadline for first authors is December 31, 2005.**

(To be mentioned in the conference program).

Following discounts are possible:

- As a D.G.O.F. member you get a 20% discount. So DGOF members pay only 96,- EUR.
- The early registration discount for first authors is 15% (102,- EUR) and is valid for registration until December 24, 2005.

Registration starts at December 17, 2005 only online via **[www.gor.de/registration](http://www.gor.de/registration)**.

Together with your conference registration you can also book a workshop. You will find the workshop information at **[www.gor.de/workshops](http://www.gor.de/workshops)** when registration starts. A later workshop registration is also possible. The last deadline is March 11, 2006. Please take into account that for workshops a pre-registration is strictly necessary.

**STEP 3 – Your invoice and your GOR06 ticket – two different PDF files**

**1** Withdraw directly and you will get your ticket

A few days after your registration we will send you your invoice via email as a PDF file.

**Please pay your conference fee within 10 days (receipt of payment on our account).**

After we received your payment we will send you another PDF file with your conference ticket. Please bring this with you to the conference.

Your ticket is valid for the conference and – if booked – for the workshops also.

**Refund of fees:** Cancellation of registration for the conference will be free of charge until February, 28th 2006. For later cancellations we have to bill the full price. You may name a competent colleague who replaces you during your presentation at any time if you are unexpectedly unavailable.

You will find details about benefits, money transfer and terms and conditions at the registration page.

**STEP 4 – Travel information and addresses needed**

**1** Please care in time

Please find all information you need to arrange your travelling to Bielefeld at **[www.gor.de/Reiseinfos](http://www.gor.de/Reiseinfos)**

Here we already published all the addresses that you need for your conference stay.

☞ Note: The conference location is on the area of the Ravensberger Spinnerei which is also used as VOLKSHOCHSCHULE. Maybe this term will help you to find your way to the right place.

### STEP 5 – Your poster

**1** your decision needed until November 30, 2005

#### Poster sizes:

All DIN A formats (<http://www.copyshop-tips.de/pap02.shtml>) up to DIN A 0 (84,10 cm x 118,90 cm) are possible. You even have the choice between portrait shape (upright) and landscape shape. While we would prefer a landscape shaped presentation for organizational reasons you can decide on your own.

☞ **IMPORTANT:** Make your decision about the poster format **until November 30, 2005** and send an email to [soergel@dgof.de](mailto:soergel@dgof.de).

This is the only way to provide the fitting movable wall for you. Dependent on your poster format you will need different fixation material.

- Portrait shaped poster: please use adhesive tape (any kind possible)
- Landscape shaped poster: thumbtacks or pins (no glue or adhesive material)

#### Bringing your poster:

Posters can be presented right from the beginning of the conference. You do not need to show them earlier. The conference location opens on Monday, March 20, 2006 at 8.00 a.m. The way to the exhibition rooms will be marked. The posters will stay fixed during the whole conference. The exact room for the poster exhibition is not fixed yet. To get an impression of the conference venues please have a look at <http://www.ravensbergerpark.de> You will find your poster number in the conference program print/PDF about three weeks before the conference starts and also at the movable wall designated for your poster.

☞ Please bring the **fixation material** for your poster with you.

#### Your poster at the GOR program:

Although the poster exhibition will last during the whole conference, there will be a special poster session. Currently it is planned to be held on Wednesday, 22<sup>nd</sup> of March from 11.00 a.m. until 13.30 p.m. During this poster session at least one competent person is supposed to stay next to the poster to answer questions or to give some additional information to the interested audience.

Posters offer a nice and easy opportunity to get in contact with others sharing the same research interests. Use this opportunity to explain your poster step-by-step! Start a conversation! This can be more effective than giving a 15-minutes talk.

☞ **Hint:** Make sure you have smaller flyers or hand outs that you can give to the conference participants interested in your research topic and results. Some paper and pencils also may be very useful to offer visitors the chance of writing down their addresses or for remarks whilst your poster is unattended by yourself.

The best posters will be awarded by a jury. The winners of the poster award (total EUR 500,-) will be announce at the end of the conference.

Working at the GOR:

- You want to meet other authors and get in touch with your audience? If you like we can publish your mobile number in the abstracts reader.
- You want to blog the GOR or need the Internet for other purposes? As an author you have Internet access in the session rooms during breaks in the whole café area via W-LAN.
- Electricity (German standard) is available at several places.
- Conference Hotline: You will find the conference counter always manned. The telephone number will be : +49(0)160-3806319.

#### **STEP 6 – Cancelling your participation**



**1** Free of charge until February 28, 2006

In case you have to cancel your participation please write a short email to **GORorga06@dgof.de**. If you have to quit at very short notice you can reach us via telephone +49(0)160-3806319.

Cancellation is free of charge until February 28, 2006. For later cancellations we have to bill the full price. You may name a competent colleague who replaces you during your presentation at any time if you are unexpectedly unavailable.

We are looking forward having a pleasant and informative GOR together!

With kind regards  
D.G.O.F. e.V.