



G.O.R.07



UNIVERSITÄT LEIPZIG

GOR07 Step by Step

Briefing for authors of a **poster presentation** at the GENERAL ONLINE RESEARCH 2007 in Leipzig

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 GOR07. Also you will find all the GOR07 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 February 1, 2007

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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 under <http://www.gor.de/conftool/index.php?page=login&lang=1>.

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 January 31, 2007

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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.



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For first named authors of the GOR a reduced conference fee about 145,- EUR will count. The reduction is not valid for your co-authors. They should register as "normal" visitors.

Registration deadline for first authors is January 31, 2007.

(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 116,- EUR.
- The early registration discount for first authors is 15% (123,25 EUR) and is valid for registration until January 31, 2007.

Registration starts at December 17, 2007 only online via
<http://www.gor.de/gor07/registration.php>.

Together with your conference registration you can also book a workshop. You will find the workshop information at **www.gor.de/workshops** soon at www.gor.de/registration The last deadline is March 11, 2007. Please take into account that for workshops a pre-registration is strictly necessary.

STEP 3 – Your invoice and your GOR07 ticket – two different PDF files

1 Withdraw directly and you will get your ticket

After your registration in our conference tool you will get your invoice via PDF file.

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

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 2007. For later cancellations we have to bill the full price. You have the right to let a competent colleague give your presentation if you – unexpectedly – can not be present at the conference.

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 Leipzig at
www.gor.de/travel.

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



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STEP 5 – Your poster

1 your decision needed until March 1, 2007

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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 portraitscape shaped presentation for organizational reasons you can decide on your own.

☞ **IMPORTANT:** Make your decision about the poster format **until March 1, 2007** and send an email to **GORorga07@dgof.de**.

The poster are hanging free (portrait format preferred). The upper end is fastened on intended borders, for the lower end of your poster, please bring loading material with you. (e.g. seemed, clips etc.)

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 26, 2007 at 9.00 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.gor.de/gor07/leipzig_en.php.

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, 28th of March from 11.15 a.m. until 12.15 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. Please note that later program modifications are at any time possible. Please inform regularly under www.gor.de about the programme time.



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☞ **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 contact to the other authors please use the platform in our conference tool.
- 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, 2007

In case you have to cancel your participation please write a short email to **GORorga07@dgof.de**. If you have to quit at very short notice you can reach us via telephone +49(0)160-3806319 (activ from 26th-28th of March).

Cancellation is free of charge until February 28, 2007. 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.