

## POSTER PRODUCTION RESERVATION FORM

ISAAC Conference 2016 is pleased to offer, on a fee-for-service basis, local Toronto printing and delivery to The Westin Harbour Castle hotel, of your accepted and scheduled poster presentation. If you would like to avoid having to print your poster yourself and bring it with you to Toronto, ISAAC would be pleased to have your poster ready and waiting for you when you arrive at the conference hotel.

**Cost for this service is CAD \$100.00 (plus GST/HST tax of \$13.00 for a total charge of CAD \$113.00).**

In order to take advantage of this service, please follow these instructions:

1. Create your poster and save it as an "Adobe® pdf" document, according to the following guidelines: **The poster must not exceed the ISO 216 A0 portrait format** (84.1 cm x 118.9 cm, or 33.1 in x 46.8 in). Please use an appropriate font size for the posters so that they are readable by the participants from 1.5 meter away. The poster message should be clear and understandable even without oral explanation.
2. Upload the Adobe® pdf version of your poster presentation to your unique submission id folder on DropBox (see separate email to authors regarding access to DropBox folder).
3. Download a copy of this pdf form from the ISAAC website to your local computer. Make sure to leave the name of this pdf file unchanged when downloaded.
4. Complete the required information below, and save the file, again leaving the name unchanged.
5. Upload a saved copy of this pdf document into the same DropBox folder, along with your Adobe® pdf - version poster presentation. **Please note that if the name of this pdf "Reservation Form" file is changed by the end user, ISAAC may not detect the file when it searches for all submitted forms, and will therefore bear no responsibility for failure to produce the required poster.**
6. **FULLY COMPLETED FORMS AND Adobe® pdf DOCUMENTS MUST BE UPLOADED INTO YOUR DROPBOX FOLDER NO LATER THAN 5:00 PM Eastern Time (UTC-4) on JULY 8<sup>th</sup>, 2016**
7. Your poster will be waiting for you when you arrive at the conference hotel in Toronto!

**All posters will be printed exactly as uploaded. ISAAC will not perform any editing on uploaded files. Any errors contained in uploaded Adobe® pdf documents are the sole responsibility of the author.**

### CREDIT CARD PAYMENT

In order to process your poster production reservation, please provide the following information

Submission ID #:

Credit Card Number (VISA or MasterCard only):

Expiry Date:

CVV (3 digits on back of card):

Name on Credit Card:

(please print name of card holder)

Address (as on file with bank or credit card company):

Signature:

Date:

**By providing this information and signature, I hereby agree to follow the instructions noted above and in ISAAC performing a one-time charge to the provided credit card for a total of CAD \$113.00. I further understand and agree that once the charge is processed, refunds will not be provided under any circumstances including, but not limited to, failure to follow the above required instructions.**