

Presentation Guidelines

Presentation Guidelines

Poster Presentation Guidelines

Poster sessions are a valuable method for authors to present papers and meet with interested attendees for in-depth technical discussions. Therefore, it is important that you display your results clearly to attract people who have an interest in your work and your paper.

Preparing your Poster Presentation before the Conference

Your poster should cover the KEY POINTS of your work. The ideal poster is designed to

- (1) attract attention
- (2) provide a brief overview of your work
- (3) initiate discussion and questions.

The title of your poster should appear at the top in CAPITAL letters about 25mm (1") high.

The author(s) name(s) and affiliation(s) are put below the title.

Posters should measure 3.9 feet (height) and 2.8 feet in width. This follows the A0 format portrait style (119 cm x 84 cm) which is used in France. If you would like to make a larger poster, please note that all poster sessions will be provided boards ("melamine coated partition") which will measure Height, 2 meters X Width, 1 meter (in feet Height [6.6 ft] X Width [3.3 ft]).

Carefully prepare your poster well in advance of the conference. There will be no time or materials available for last minute preparations at the conference. If you think you may need certain materials to repair the poster after traveling, BRING THEM WITH YOU.

Use **color** to **highlight** and make your poster more attractive, by using



pictures

, diagrams



, cartoons



, figures

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, etc.,

rather than only text wherever possible.

The smallest text on your poster should be at least 9mm (3/8") high, and the important points should be in a larger size. Make your poster as self-explanatory as possible. This will save you time to use for discussions and questions.

If you prefer, a vendor is available onsite to prepare your presentation. They must be contacted prior to the conference. Please see the conference website under Author Instructions for contact information.

Onsite Information

Location: Forum 5 & 6

Example of a Poster Session: ThP1A1

Where:

Th is the day
P1 or P2 are the morning or afternoon poster sessions
A, B, C or D are one of the four poster villages
1, 2, ... are the sessions

Themes are scheduled in the same village (even on different days) and do not span across villages. e.g. theme 1 always village A, theme 2 village B, themes 3, 5, 9 village C and other themes village D.

Tape will be provided to attach your posters to the boards.

Morning Poster sessions: Your poster must be posted between 8:00 and 8:30 the morning of your presentation and removed at the end of your session. If your poster is left behind, it will be discarded.

Afternoon Poster sessions: Your poster must be posted between 12:00 and 12:45 the day of your presentation and removed at the end of your session. If your poster is left behind, it will be discarded.

Slide Presentation Guidelines

Preparing your Slide Presentation before the Conference

For oral presentations, a laptop PC, video projector, microphone, and laser pointer will be provided. The laptop PC will have Windows XP, Adobe, Media Player, and MS Powerpoint. The presenters can bring their presentations on CD/memory stick. It is recommended that presenters bring their presentations on CD/memory stick (flash drive) to store on the laptop PC prior to your session. This will avoid switching time-delay between the presentations. The oral presentations are scheduled for 15-minute slots. Your presentation should be 12 minutes long, followed by a 3 minute question-answer period.

Onsite Information

A video projector will be available in each room and will be connected to a computer and support a resolution up to 1024x728. Your presentation should be brought on USB key for uploading prior to your presentation. It is the responsibility of the presenting author to load the presentation onto the computer supplied and to ensure the presentation operates properly.