

## GUIDELINES FOR POSTER/ORAL SESSION PRESENTATIONS

Posters will be held in the First Floor of the Estoril Congress Center. Refer to the technical program for your assigned date, time, and poster number. We recommend that you search this document by your paper title. The attached floor plan shows poster locations.

### SET-UP TIMES:

Sunday, 18 January	18:00 - 20:00
Monday, 19 January	07:00 - 11:00

**ALL** posters are to be set-up by 11:00 on Monday and remain up during the entire Conference. This will give additional time to view posters during breaks and before the Conference sessions.

### DATE AND TIME OF POSTER SESSIONS:

Monday, 19 January	13:00 - 15:00
Tuesday, 20 January	13:15 - 15:15
Wednesday, 21 January	13:15 - 15:15

On your assigned day, please plan to spend the entire session at your poster for questions and discussion.

### TAKE DOWN:

Thursday, 22 January	10:45 - 12:30
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All posters must be removed by 12:30 Thursday. You are responsible for your poster. All posters left after 12:30 will be disposed. Please remove your poster promptly.

## POSTER/ORAL SESSIONS

You are required to give three (3) scheduled 10 minute, oral presentations in front of your poster on your assigned day. Every 30 minutes your 10 minute presentation is to begin again. A chime will ring at the beginning of each presentation time. You are also required to remain at your poster for questions and discussion for the entire session.

#### Poster/Oral Session I

##### **Monday, 19 January**

13:00 – 15:00

Poster/Oral Presentation 1 – 13:30

Poster/Oral Presentation 2 – 14:00

Poster/Oral Presentation 3 – 14:30

#### Poster/Oral Session III

##### **Wednesday, 21 January**

13:00 – 15:00

Poster/Oral Presentation 1 – 13:45

Poster/Oral Presentation 2 – 14:15

Poster/Oral Presentation 3 – 14:45

#### Poster/Oral Session II

##### **Tuesday, 20 January**

14:00 – 16:00

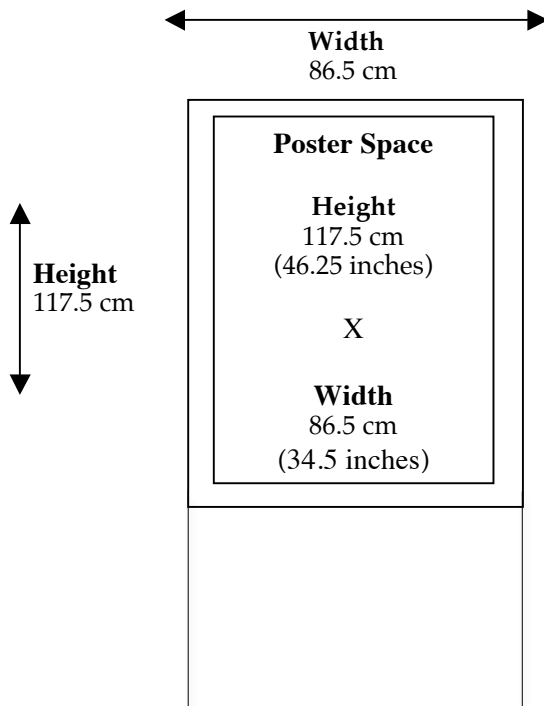
Poster/Oral Presentation 1 – 13:45

Poster/Oral Presentation 2 – 14:15

Poster/Oral Presentation 3 – 14:45

## POSTER PREPARATION

- Please use poster paper or tissue **ONLY** to prepare your poster. Do **NOT** print your poster on fabric or laminate the poster as they will **NOT** stick to poster board.
- The poster board is self-standing. There will be one poster per board.
- The actual space where you may place your poster is:
  - 117.5 cm high (46.25") x 86.5 cm wide (34.5")
  - Your poster **CANNOT** be larger than this. It may be smaller if you wish.
- We will provide material to place your poster on the board. Tacks and push-pins will **NOT** be allowed.
- Double-sided tape is not allowed.
- Poster Diagram - Please note that diagram is not to scale.



## EFFECTIVE POSTER PRESENTATIONS

- When planning a poster presentation, it is useful to keep in mind the advantages of a poster over a podium presentation. Posters are available for viewing over two days and interested viewers have scheduled time for discussion, not just a few minutes.
- Carefully and completely prepare your poster well in advance of the Conference. There will not be time nor materials available for last minute preparation at the Conference. Practice setting up the poster before you leave for the Conference to determine what it will look like and to make sure that you have all of the necessary pieces.
- The title of your paper should appear at the top of your poster in CAPITAL letters. The size of the characters should be at least 2.5 cm (1") high. Below the title, place the authors' names and affiliations.
- It is important that you remember that the audience viewing your poster and listening to your presentation will be 2 meters (6 feet) from your poster. Please double-check your poster from 2 meters (6 feet) to ensure good readability.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- Please be advised that audio-visual equipment will not be provided for poster presentations. You may bring your own laptop computer and run it off your battery (power will NOT be available). If you require a table please send an email request to: [sgalloway@pmmiconferences.com](mailto:sgalloway@pmmiconferences.com). Tables are limited and will be assigned on a first come, first served basis.
- The flow of your poster should be from the top left to the bottom right.
- Make your poster as self-explanatory as possible, so that you will have time for in-depth technical discussions.
- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.