

# **Guidelines for Poster Paper Presentations**

## **Planning:**

- Use a few (i.e., perhaps 6 to 8) bullet-type charts, figures, tables, equations, etc. to indicate as well as highlight the important technical content of your paper. Simply posting the pages of the written version of your paper is not an effective Poster Paper Presentation.
- Provide an Introduction (outline) and a Summary or Conclusion for your Poster Paper Presentation.
- Be prepared to use your "Poster Paper Presentation" as the basis to briefly explain the work it describes and to answer specific questions from viewers.

## **Visual Aids (Good Practice):**

- Poster Space: Plan on using an area of 1.2 meter high by 2.4 meter wide (4X8 ft).
- The title of your poster paper should be displayed in block letters which are at least 8 to 10 cm (3 to 4 in.) high.
- All text must be easily readable from a distance of 1 to 2 meters. Make the lettering at least 1 cm high, anything smaller cannot be read from that distance.
- All graphs and charts should be at least 25 X 30 cm (approximately 8-1/2" X 11"), or preferably even larger.
- It is a good idea to sequentially number your materials. This will indicate to the viewer a logical progression through your Poster Paper Presentation.

## **Presentation:**

- There are three poster sessions at the Conference: one on Tuesday, one on Wednesday and one on Thursday. Each poster has been assigned a location and a date and time when the poster should be manned by the author.
- Ultrasonics posters Ultrasonics posters will be up for the one day; different Ultrasonics posters will be presented each day during that day's poster session. The poster should be hung on the poster board by 1:30 pm on the day of presentation. The poster should be removed at the end of that poster session.
- Ferroelectrics and Frequency Control posters should be hung in their designated locations by 1:30 pm on Tuesday, August 24 and remain in place until the close of the last poster session on Thursday August 26. Ferroelectrics and Frequency Control posters must be manned by the author during the poster session on the day indicated in the Conference Program.
- Locate the bulletin board which has your Poster Paper number (e.g., F-1, L-7 , ..., etc.) on it. Posters may be mounted using tacks or Velcro hook and pile fastening. The surface of the poster board is Velcro pile; you should attach hook fasteners to your poster if you choose to use that method of poster mounting.
- It is very helpful to have on hand copies of the written (conference proceedings) version of your paper, as well as a supply of business cards for those viewers who may want to study aspects of your work in more detail. Some viewers may wish to contact you at a later date.