

INSTRUCTIONS FOR POSTER SESSION PRESENTATIONS

All poster sessions will be held in Convention Hall II at the Estrel Hotel & Congress Center.

Please refer to the Technical Program for your assigned date, time and poster number. We recommend that you search this document by your paper title. A floor plan with assigned poster number locations will be sent prior to the Conference.

SET-UP TIMES:

Sunday 23 June	18:00 - 20:00
Monday 24 June	07:30 - 10:15

ALL posters are to be set-up by 10:15 on Monday and remain up during the Conference. This will give additional time to view posters during breaks and before the Conference sessions.

DATE AND TIME OF POSTER SESSIONS:

Monday 24 June	14:30 - 16:30
Tuesday 25 June	14:30 - 16:30
Wednesday 26 June	14:30 - 16:30

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

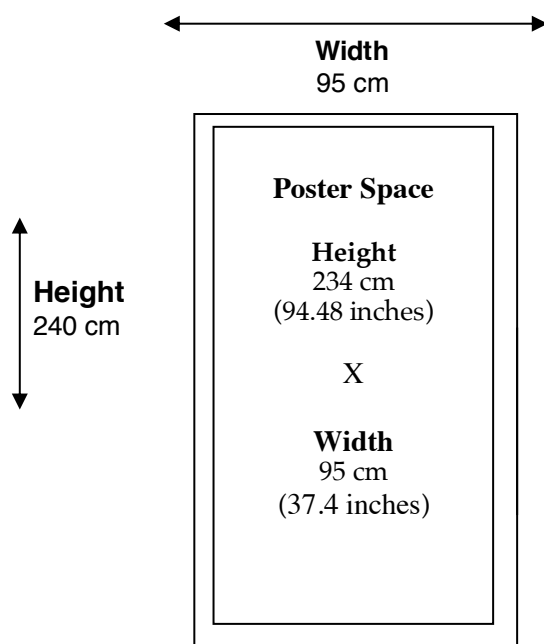
TAKE DOWN:

Wednesday 26 June	16:30 - 18:30
Thursday 27 June	08:00 - 11:00

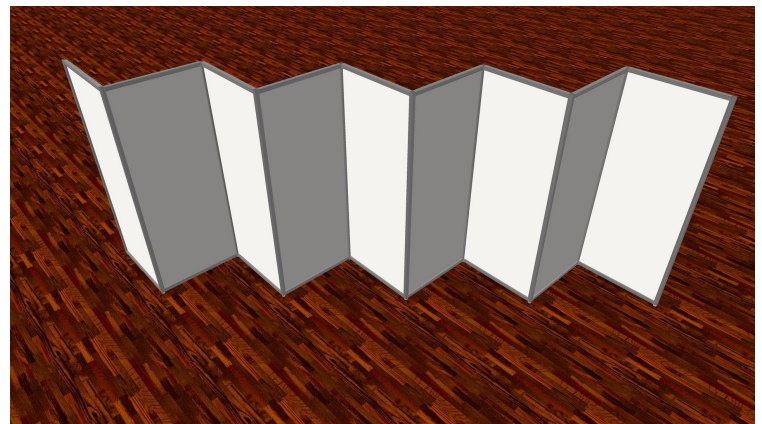
All posters must be removed by 11:00 on Thursday and you are responsible for your poster. All posters left after 11:00 will be disposed, so please remove your poster promptly.

POSTER PREPARATION

- Removable tape will be provided for your use. Tacks and push-pins will NOT be allowed.
- Please use poster paper ONLY to prepare your poster.
- It is our recommendation that you do NOT print your poster on fabric, as the silky fabric will not adhere to the removable tape.
- Also, it is our recommendation that you do NOT laminate your poster. The lamination is too thick and once the poster is rolled it holds that form and wants to roll back up. The removable tape is not strong enough and the poster will just ‘pop’ off the board.
- The actual space where you may place your poster is:
 - 240 cm high (94.48”) x 95 cm wide (37.4”)
 - Your poster CANNOT be larger than this. It may be smaller, if you wish.
- We suggest that you create your poster in the A0 standard size (118.9 cm high x 84.1 cm wide).
- The poster board is self-standing. There will be one poster per board.
- Poster Diagram - Please note that diagram is not to scale.



Example of Poster Boards



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 throughout the meeting 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 6 feet (2 meters) from your poster. Please double-check your poster from 6 feet (2 meters) 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. 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.