



INSTRUCTIONS FOR POSTER SESSION PRESENTATIONS

All poster sessions will be held in the University Hall of the Boston Marriott Copley Place.

Date and Time of Poster Sessions:

Monday, October 10 th	2:15 p.m. to 4:30 p.m.
Tuesday, October 11 th	2:15 p.m. to 4:30 p.m.
Wednesday, October 12 th	2:15 p.m. to 4:30 p.m.

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

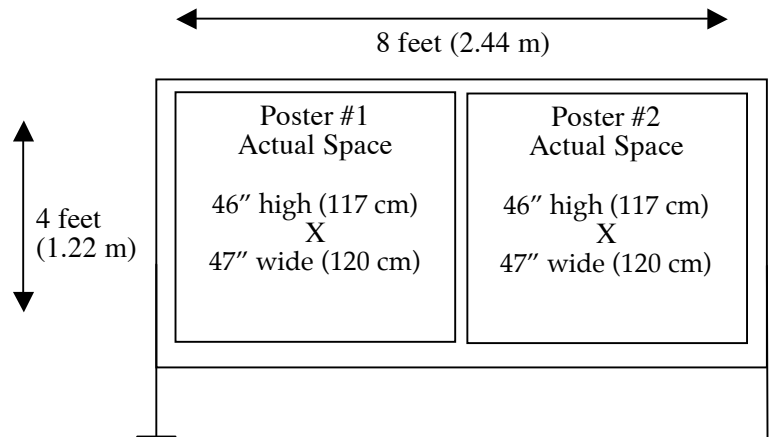
Due to the record breaking number of posters this year, you will be required to set-up and take-down your poster on your assigned day. The poster room and exhibit hall are combined. The room will be locked up at 5:00 p.m. for security reasons. Due to this, we require that you take your poster down at the end of your session.

	SET-UP TIMES	TAKE DOWN TIMES
Monday Posters	10:30 a.m. – 2:00 p.m.	4:30 p.m. – 5:00 p.m.
Tuesday Posters	10:30 a.m. – 2:00 p.m.	4:30 p.m. – 5:00 p.m.
Wednesday Posters	10:30 a.m. – 2:00 p.m.	4:30 p.m. – 5:00 p.m.

You are responsible for your poster. Please remove your poster promptly. All posters left after 5:00 p.m. on their assigned day, will be discarded.

Poster Preparation:

- The poster board is self-standing and is 8 feet (2.44 m) high X 4 feet (1.22 m) wide; there is approximately a 2 inch border around the edge. There will be two posters per board. **The actual space where you may place your poster is 46" (117 cm) high X 47" (120 cm) wide.** Tacks and push-pins will be provided for your use. Double-sided tape **is not** allowed. *Please note diagram below (not to scale).*



- 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. This lettering should be at least 1 inch (2.5 cm) 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 its visibility.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- The flow of your poster should be from the top left to the bottom right. Use arrows to lead the viewer through the poster.
- 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.