

INSTRUCTIONS FOR POSTER SESSION PRESENTATIONS

Posters will be throughout the AFI Theatre. A floorplan with assigned poster number locations will be sent out November.

SET-UP TIMES:

Wednesday, December 2nd

07:00 - 10:45

ALL posters are to be set-up by 10:45 on Wednesday, December 2nd, and remain up during the entire Workshop. This will give additional time for attendees to view posters during breaks and before the Workshop sessions.

DATE AND TIME OF POSTER SESSION:

Wednesday, December 2nd

The poster session will be broken into two groups. This will allow for poster presenters to visit posters.

Group 1 (*odd number posters, i.e. P-001, P-003*) 15:30 - 16:45

Group 2 (*even number posters i.e. P-002, P-004*) 16:45 - 18:00

On your assigned time, please plan to be at your poster for questions and discussion. Please refer to the attached Excel file for your assigned time.

TAKE DOWN:

Friday, December 4th 12:05 - 12:35

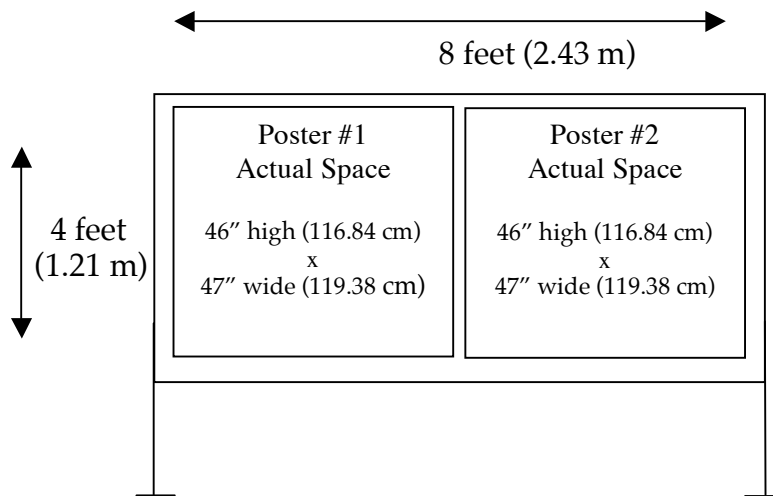
All posters must be removed by 12:35. You are responsible for your poster. All posters left after 12:25 will be disposed. Please remove your poster promptly.

POSTER PREPARATION

- The poster board is self-standing.
- There will be two posters per board per side. One poster per presentation.
- The **actual space** where you may place your poster is:

46" high (116.84 cm) x 47" wide (119.38 cm)

- Tacks and push-pins will be provided for your use.
- 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 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 meeting. There will not be time nor materials available for last minute preparation at the meeting. Practice setting up the poster before you leave for the meeting 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. 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.