



Poster Guidelines

I. SET-UP

Poster boards will be located in the Plenary Session room and will be available for you to set-up as follows:

<u>Session 1</u>	Monday, June 6 th 1:15 p.m. - 1:45 p.m.
<u>Session 2</u>	Wednesday, June 8 th 1:15 p.m. - 1:45 p.m.
<u>Session 3</u>	Wednesday, June 8 th 5:00 p.m. - 5:30 p.m.

Posters must be set during the above times.

Due to the turn over from the General Session to the Poster Session you will only have 30 minutes to set-up your poster. Please design your poster with this in mind so that your set-up time will be brief.

II. HOURS

Please plan to spend the entire session at your poster for questions and discussion.

Session 1 - Contributed Posters and Late News Posters
Monday, June 6th
1:45 p.m. - 4:15 p.m.

Session 2 - Contributed Posters and Late News Posters
Wednesday, June 8th
1:45 p.m. - 4:15 p.m.

Session 3 - Commercial and Open Posters
Wednesday, June 8th
5:30 p.m. - 7:00 p.m.

III. TEAR-DOWN

You are responsible for your poster. Please remove promptly at the following times:

<u>Session 1</u>	Monday, June 6 th 4:15 p.m. – 4:30 p.m.
<u>Session 2</u>	Wednesday, June 8 th 4:15 p.m. – 4:30 p.m.
<u>Session 3</u>	Wednesday, June 8 th 7:00 p.m. – 7:15 p.m.

IV. POSTER PREPARATION

- The poster board is 40 inches high by 30 inches wide.
- Due to limited space in the poster room, your poster **MUST** sit on the easel in portrait style. **NOT landscape.**
- The poster board will be placed on an easel.
- Push-pins will be provided by the Workshop.
- Carefully and completely prepare your poster well in advance of the Workshop. There will not be time nor materials available for last minute preparation at the Workshop. Practice setting up the poster before you leave for the Workshop 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 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 from your poster. Please double check your poster from 6 feet 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.

V. POSTER SESSION PREVIEW PRESENTATION (for Contributed and Late News ONLY)

In addition to the above, you are required to give a 35 second summary of your poster in the General Session room on the day of your assigned poster session.

Monday, June 6th
Session 1 Posters
11:30 a.m. – 12:15 p.m.

Wednesday, June 8th
Session 2 Posters
11:30 a.m. – 12:15 p.m.

Your poster number reflects the order that you should line up in immediately following Session 2 on Monday and Session 7 on Wednesday. This number will also be reflected on your name badge. The goal of the preview is to allow you to describe some of the interesting aspects of your poster, and hopefully attract members of the audience to your poster during the afternoon poster session.

We would like to receive a 1 page PDF file for each poster. We will assemble the slides into a single presentation that will run during the session. Each slide will be timed to advance after 35 seconds, thereby guaranteeing that the sessions stay on time. We must receive your one-page PDF file **NO LATER THAN Friday, May 20, 2016.**

Please adhere to the following guidelines when creating your ONE page PDF file:

- Page should be landscape NOT portrait
- Slide size should be 10" x 7.5"
- .5" margins on all four sides
- NO Fonts smaller than 18 pt.
- NO animations, movies, flying logos, etc.
- Please include the names of all authors and the title
- Please acknowledge sources for student travel support if appropriate
- DO NOT try to capture your entire poster on this slide
- File size should not exceed 1 MB
- Use your four digit paper number to name your PDF file
- Email file to sgalloway@pmmiconferences.com