



INSTRUCTIONS FOR POSTER SESSION PRESENTATIONS

PHASE I - SHOTGUN POSTER SESSION PRESENTATION

You are required to give a 60 second summary of your poster in the General Session room on Monday, August 8th, for the Shotgun Poster Presentation. Your poster number reflects the order that you should line up in. This number will also be reflected on your name badge. The Workshop program attached includes your assigned poster number.

The goal of the Shotgun Session 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 your 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 60 seconds. The maximum time for each presentation is 60 seconds. We must receive your 1 page PDF file NO LATER THAN **Monday, July 25, 2011**.

Please adhere to the following guidelines when creating your 1 page PDF file:

- Page should be landscape NOT portrait
- Page size should be 8.5" x 11"
- .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 paper title
- DO NOT try to capture your entire poster on this slide
- File size should not exceed 2 MB
- Use your abstract number as your file name
- Email file to: sgalloway@pmmiconferences.com

PHASE II - POSTER SESSION

All poster sessions will be held on the Fairway Deck at the Silverado Resort. You are expected to be present at your poster during your assigned Poster Session (A or B) for questions and discussion. Please refer to the Workshop program for your assigned time on Monday.

All posters are to remain up during the Workshop. This will give additional time to view posters during breaks and before the Workshop sessions.

SET-UP TIMES

Monday, August 8th
08:30 - 09:45

TAKE DOWN TIMES

Wednesday, August 10th
12:00 - 18:00

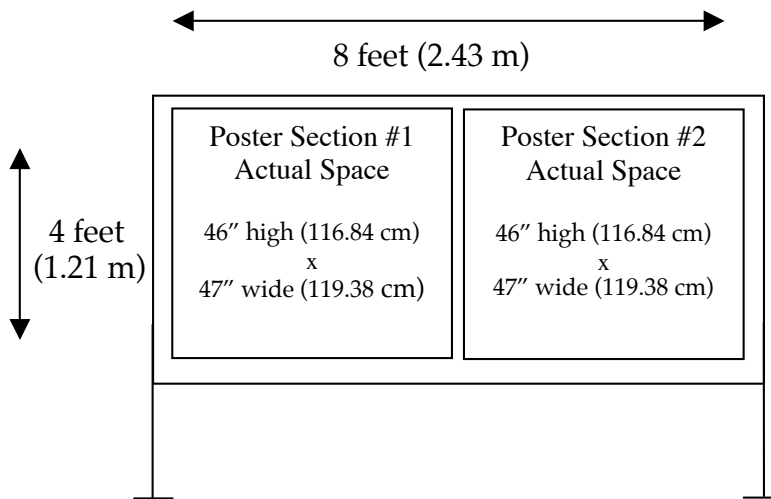
All posters must be removed by 18:00 Wednesday, August 10th. You are responsible for your poster. All posters left after 18:00 will be disposed. Please remove your poster promptly.

POSTER PREPARATION

- There will be two (2) posters per board - per side.
- You will have one (1) section for your poster.
- 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. 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. This lettering should be at least 2.54 cm (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 2 meters (6 feet) from your poster. Please double check your poster from 2 meters (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.
- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.