INSTRUCTIONS FOR
POSTER SESSION PRESENTATIONS

Date and Time of Poster Sessions:

Monday, October 6th	2:15 p.m. to 5:00 p.m.
Tuesday, October 7th	2:15 p.m. to 5:00 p.m.
Wednesday, October 8th	1:30 p.m. to 4:15 p.m.

On your assigned day, please plan to spend the entire session at your poster for questions and discussion. See attached Excel spreadsheet (in order by last name) for your assigned day.

Set-up and Removal: All posters will be displayed in the tent in the Pavilion. The room and poster boards will be available for you to set up on <u>Sunday afternoon, October 5th, from 2:00 p.m. to 6:00 p.m. and Monday, October 6th from 7:00 a.m. - 9:30 a.m.</u> Your poster presentation must be in place by 9:30 a.m. on Monday, October 6th. It will remain in place until the end of the Poster session on Wednesday, October 8th (4:15 p.m.), which will give additional time for attendees to view posters during breaks and before the Conference sessions. All materials must be cleared out by 8:00 p.m. Wednesday, October 8th. **You are responsible for collecting your poster.** All posters left after 8:00 p.m. on Wednesday, October 8th will be discarded.

Poster Preparation:

• The posterboard is self-standing and is 4 feet (1.22 m) high X 8 feet (2.44 m) wide; there is approximately a 2.5" (6 cm) border around the edge. You will be sharing this large posterboard with another presenter. **The actual space where you may place your poster is 46" high X 45" wide (117 cm X 114 cm).** Tacks and push-pins will be provided for your use (approximately 12 - 15). Double-sided tape **is not** allowed. Please note diagram below (not to scale).
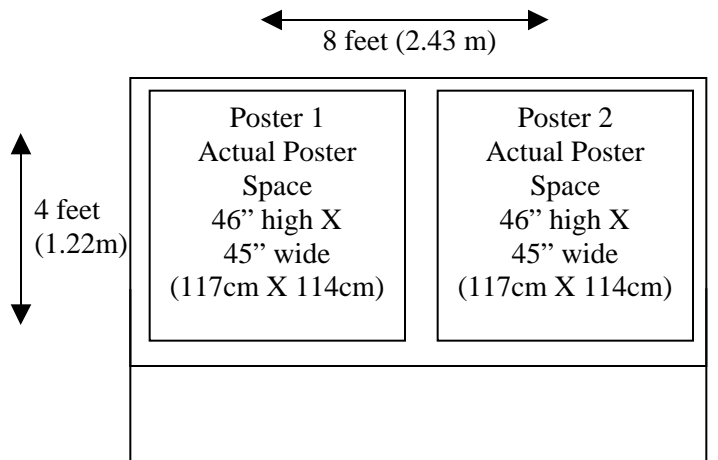
Poster Preparation, continued:

- The tent has limited power and space for audio visual needs. You are welcome to bring your own laptop computer and **run it off your battery**. Please contact Shirley Galloway at sgalloway@pmmiconferences.com if you require a small table for this.
- 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. Try setting up the poster before you leave for the conference to see 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 that are at least 1 inch (2.5 cm) high. Below the title put the authors' names and affiliations.
- Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- Use text sparingly. Try to state the main result of your paper in 6 lines or less in lettering about 3/4 inches (2 cm) high, so that people can read the poster from a distance. People will not read extensive text and certainly won't read typewriter sized text.
- 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.