



INSTRUCTIONS FOR POSTER SESSION PRESENTATIONS

Posters will be in the Skyline Suites, Level Two, West Tower of the Royal Sonesta Boston. A floor plan with assigned poster number locations will be sent out before the Conference.

SET-UP TIMES:

Wednesday, December 2nd
07:30 – 08:15

ALL posters are to remain up until the end of day on Thursday. This will give additional time to view posters during breaks and before the Conference sessions.

TAKE DOWN:

Thursday, December 3rd
15:30 pm – 16:00

All posters must be removed by 16:00. You are responsible for your poster. All posters left after 16:00 will be disposed. Please remove your poster promptly.

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.

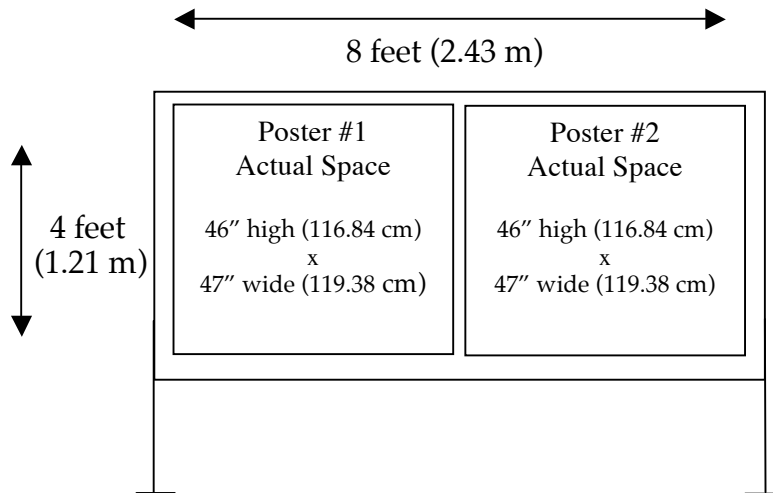
Group A (*odd number posters, i.e. PA-01, PA-03*) 15:30 - 16:45

Group B (*even number posters i.e. PB-02, PB-04*) 16:45 - 18:00

During your assigned time, please plan to be at your poster for questions and discussion.

POSTER PREPARATION

- 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)
 - Your poster **CANNOT** be larger than this. It may be smaller if you wish.
- Push-pins will be provided for your use.
- Double-sided tape is not allowed.
- Do NOT laminate your poster. Laminating will make it too heavy to attach to the board
- 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 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. The size of the characters should be at least 2.5 cm (1") 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 good readability.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- Please be advised that audio-visual equipment will not be provided for poster presentations. You may bring your own laptop computer and run it off your battery (power will NOT be available).
- The flow of your poster should be from the top left to the bottom right.
- 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.