



INSTRUCTIONS FOR POSTER/ORAL SESSION PRESENTATIONS

Posters will be held in three areas of the Hilton Sorrento Palace. The attached floorplans show poster locations.

Section A	Posters 165 - 230	Nettuno
Section B	Posters 118 - 164	Foyer Congress Centre
Section C	Posters 1 - 117	Foyer Sirene

Please refer to the program for your assigned day and poster location number. You may download the current program from the website at <http://www.mems2009.org/program.html>.

You are required to give three (3) scheduled 10 minute, oral presentations in front of your poster on your assigned day. You are also required to remain at your poster for questions and discussion for the entire session.

DATE AND TIME OF POSTER/ORAL SESSIONS

Poster Session I

Monday, 26 January

14:30 – 16:30

Poster/Oral Presentation 1 – 15:00

Poster/Oral Presentation 2 – 15:30

Poster/Oral Presentation 3 – 16:00

Poster Session III

Wednesday, 28 January

14:30 – 16:30

Poster/Oral Presentation 1 – 15:00

Poster/Oral Presentation 2 – 15:30

Poster/Oral Presentation 3 – 16:00

Poster Session II

Tuesday, 27 January

14:30 – 16:30

Poster/Oral Presentation 1 – 15:00

Poster/Oral Presentation 2 – 15:30

Poster/Oral Presentation 3 – 16:00

Poster Session IV

Thursday, 29 January

09:00– 11:00

Poster/Oral Presentation 1 – 09:30

Poster/Oral Presentation 2 – 10:00

Poster/Oral Presentation 3 – 10:30

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

SET-UP TIMES

Sunday, 25 January

18:30 – 20:30

TAKE DOWN TIMES

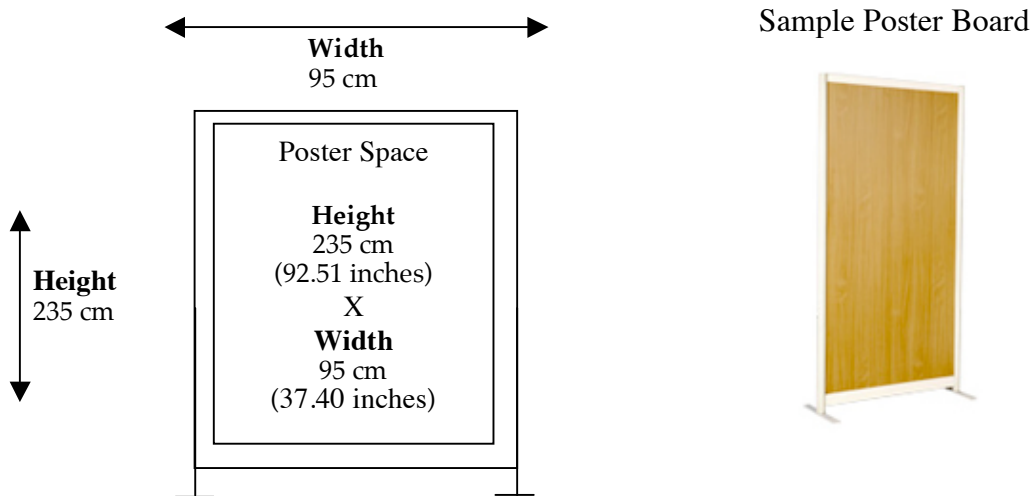
Thursday, 29 January

11:00 - 13:30

All posters must be removed by 13:30 Thursday, 29 January. You are responsible for your poster. All posters left after 13:30 will be disposed. Please remove your poster promptly.

Poster Preparation:

- The poster board is self-standing. There will be one poster per board.
- The **actual space** where you may place your poster is:
235 cm (92.51 inches) high x 95 cm (37.40 inches) wide.
- We will provide material to place your poster on the board. Tacks and push-pins will NOT be allowed.
- Poster Diagram - Please note that diagram is not to scale.



- You are welcome to bring your own laptop computer and run it off your battery (power will not be available). Please contact Shirley Galloway at sgalloway@pmmiconferences.com if you require a small table.
- 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 2.5 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 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.