



GUIDELINES FOR POSTER/ORAL SESSION PRESENTATIONS

Posters will be held on Pacific Concourse Level of the Hyatt Regency San Francisco. The attached floorplans show poster locations. Refer to the technical program for your assigned day and poster location number. The easiest way to locate your number is by searching for your paper title.

SET-UP/TEAR-DOWN

Please note that your poster will only be displayed for **two days**. Your poster should remain up for these two days. This will give additional time for attendees to view posters during breaks and before the Conference sessions.

Monday and Tuesday Poster Presentations:

| | | |
|------------|---------------------|---------------|
| Set-up: | Monday, January 27 | 07:30 – 08:00 |
| Tear-down: | Tuesday, January 28 | 17:30 – 18:00 |

Wednesday and Thursday Poster Presentations:

| | | |
|------------|-----------------------|---------------|
| Set-up: | Wednesday, January 29 | 07:30 – 08:00 |
| Tear-down: | Thursday, January 30 | 13:00 – 13:30 |

All posters must be **removed** by the time designated above. All posters left after the above time will be **disposed**. Please remove your poster promptly.

POSTER/ORAL SESSIONS

You are required to give three (3) scheduled 10 minute, oral presentations in front of your poster on your assigned day. Every 30 minutes your 10 minute presentation is to begin again. A chime will ring at the beginning of each presentation time. You are also required to remain at your poster for questions and discussion for the entire session.

Poster / Oral Session I

Monday, January 27

13:00 – 15:00

Poster / Oral Presentation 1 – 13:30

Poster / Oral Presentation 2 – 14:00

Poster / Oral Presentation 3 – 14:30

Poster / Oral Session III

Wednesday, January 29

13:00 – 15:00

Poster / Oral Presentation 1 – 13:30

Poster / Oral Presentation 2 – 14:00

Poster / Oral Presentation 3 – 14:30

Poster / Oral Session II

Tuesday, January 28

14:00 – 16:00

Poster / Oral Presentation 1 – 14:30

Poster / Oral Presentation 2 – 15:00

Poster / Oral Presentation 3 – 15:30

Poster / Oral Session IV

Thursday, January 30

10:00 – 12:00

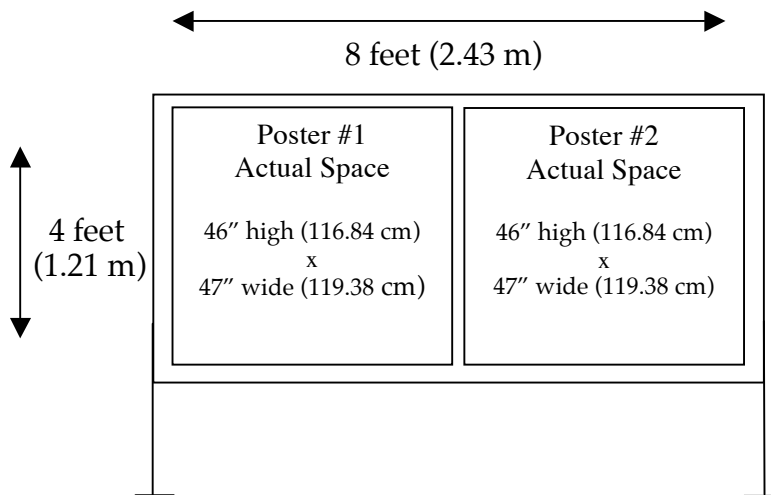
Poster / Oral Presentation 1 – 10:30

Poster / Oral Presentation 2 – 11:00

Poster / Oral Presentation 3 – 11:30

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.
- 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 over a podium presentation. Posters are available for viewing over two days 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 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.
- Please be advised that audio-visual equipment will not be allowed for poster presentations. You may bring your own laptop computer and run it off your battery (power will NOT be available). If you require a table please send an email request to: sgalloway@pmmiconferences.com. Tables are limited and will be assigned on a first come, first served basis.
- 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.