



## GUIDELINES FOR POSTER SESSION PRESENTATION

All posters will be displayed on the day of presentation **ONLY**.  
Please plan to set, present, and remove your poster on your assigned day.

Poster boards will be located in the Zlotnick Ballroom, Meeting Level 1, and will be available for you to set-up during the below times. Please refer to the [Program](#) for your assigned poster number. We recommend that you search this document for the first few words of your paper title. The poster floor plan, with the location of your poster, can be found on page 5.

Each poster is assigned a unique number which clearly indicates when and where the poster is presented. Example poster number: **M01-a**

The first character (i.e. **M**) indicates the day of the Conference:

**M** = Monday    **T** = Tuesday    **W** = Wednesday

The second/third characters (i.e. **01**) is the poster board position on the floor plan.

The last character (i.e. **a**) is the poster category.

### A. SET-UP

Poster Session I  
Monday, 22 January  
10:00 – 11:00

Poster Session II  
Tuesday, 23 January  
09:45 – 10:45

Poster Session III  
Wednesday, 24 January  
09:30 – 10:30

### B. HOURS

Please plan to spend the entire session at your poster for questions and discussion.

Poster Session I  
Monday, 22 January  
14:55 – 16:55

Poster Session II  
Tuesday, 23 January  
14:55 – 16:55

Poster Session III  
Wednesday, 24 January  
15:25 – 17:25

### C. TEAR-DOWN

You are responsible for your poster. Any posters left after these times will be discarded. Your poster is your responsibility. Please remove promptly at the following times:

Poster Session I  
Monday, 22 January  
16:55 – 18:15

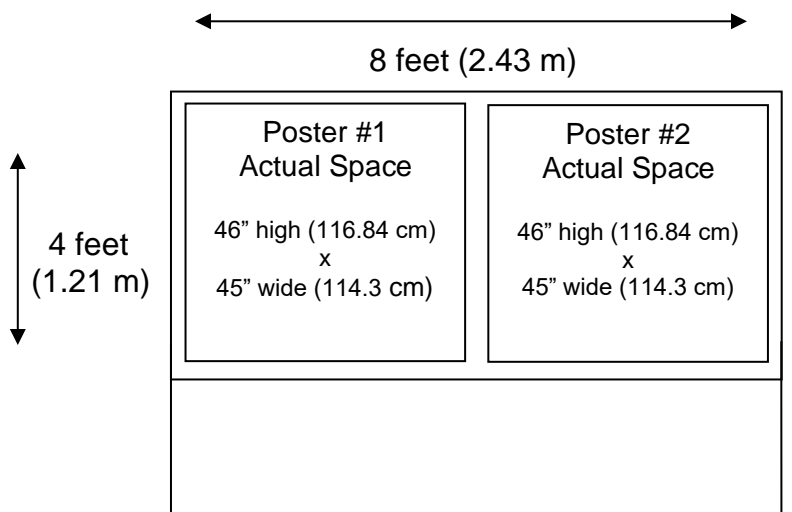
Poster Session II  
Tuesday, 23 January  
16:55 – 18:10

Poster Session III  
Wednesday, 24 January  
17:25 – 18:00



## POSTER PREPARATION

- Pushpins will be provided for your use.
- Please use poster paper or material **ONLY** to prepare your poster.
- It is our recommendation that you do **NOT** laminate your poster. The lamination is sometimes too thick and once the poster is rolled it holds that form and wants to roll back up. The pins are not strong enough and the poster will just 'pop' off the board.
- The actual space where you may place your poster is:
  - 46" high (116.84cm) x 45" wide (114.3cm)
  - Your poster **CANNOT** be larger than this. It may be smaller, if you wish.
- The poster board is self-standing.
- Poster Diagram - Please note that diagram is not to scale.



Two posters per board and your poster will share the board with another poster presentation.

There is not a template. You have the freedom to design your poster and you may use any program to create it.



## 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.
- 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). If you require a table please send an email request to: [sgalloway@pmmiconferences.com](mailto: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.
- If you would like to add the conference logo to your presentation, it may be found on the author page of the conference [website](#).



## POSTER PRINTING IN AUSTIN, TEXAS

If you are looking for a company to print your poster in Austin, you may contact the following company for a quote:

FedEx Office Print & Ship Center

<https://local.fedex.com/en-us/tx/austin/office-0122?cmp=LOC-1001545-3-1-971-1110000-US-US-EN-GPLCOPYANDPRINT>

We recommend that you place your order no later than **Friday, 12 January**.

Remember, the maximum size of your poster should be 46" high (116.84cm) x 45" wide (114.3cm), however, it may be smaller. We suggest you order their Extra Large Landscape/Horizontal Poster (36" x 24").