



## INSTRUCTIONS FOR POSTER SESSION PRESENTATIONS

All poster sessions will be held in the Halle 2 at the Messe Freiburg.

Please refer to Excel file for your assigned date, time and poster number. A floorplan with assigned poster number locations is also attached.

### SET-UP TIMES:

Monday, 28 October      07:00 - 13:15

**ALL** posters are to be set-up by 13:15 on Monday and remain up during the entire Conference. Removing them earlier or installing them later is not allowed. This will give additional time to view posters during breaks and before the Conference sessions.

### DATE AND TIME OF POSTER SESSIONS:

Monday, 28 October      14:00 - 16:30

Tuesday, 29 October     14:00 - 16:30

Wednesday, 30 October   14:00 - 16:30

On your assigned day, please plan to spend the entire session at your poster for questions and discussion.

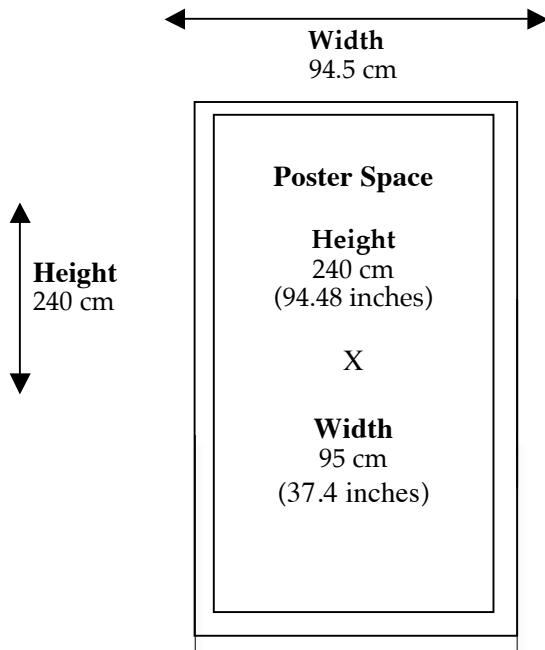
### TAKE DOWN:

Thursday, 31 October     11:15 - 14:00

All posters must be removed by 14:00 Thursday, 31 October. You are responsible for your poster. All posters left after 14:00 will be disposed. Please remove your poster promptly.

## POSTER PREPARATION

- Please use poster paper or tissue **ONLY** to prepare your poster. Do **NOT** print your poster on fabric or laminate the poster as it will **NOT** stick to poster board.
- Tape will be provided to place your poster on the board. Tacks and push-pins will **NOT** be allowed.
- The poster board is self-standing. There will be one poster per board.
- The **actual space** where you may place your poster is:
  - 240 cm high x 94.5 cm wide (94.48" x 37.4")
  - Your poster **CANNOT** be larger than this. It may be smaller if you wish.
- We suggest that you create your poster in the A0 standard size (118.9 cm high x 84.1 cm wide).
- Poster Diagram - Please note that diagram is **NOT** to scale.



Example of Poster Board



## 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 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](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.