



INSTRUCTIONS FOR COMMERCIAL POSTER PRESENTATIONS

Commercial posters will be in Exhibit Hall A at the San Antonio Convention Center. A floor plan with assigned poster number locations will be sent to you prior to the Conference.

SET-UP TIMES: Sunday, October 26 (17:00 - 19:00) and Monday, October 27 (07:00 - 10:00)

We request that posters be set-up by 10:00 on Monday and displayed during the entire Conference. This will give attendees time to view posters during breaks, poster sessions, and before the Conference sessions.

TAKE DOWN: Wednesday, October 29 (18:00 - 18:30)

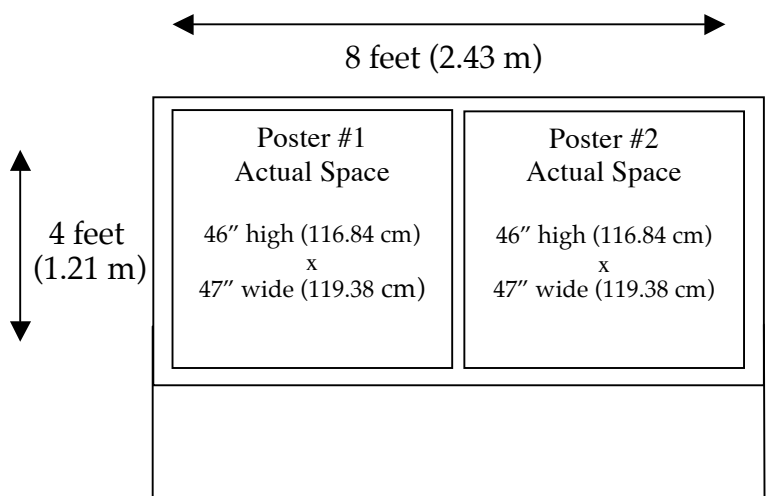
All posters must be removed by 18:30 on Wednesday. Each company is responsible for their own poster. All posters left after 18:30 will be disposed. Please remove your poster promptly.

ELECTRONIC POSTER FOR WEBSITE

You have the opportunity to have a PDF version of the ACTUAL poster that you intend to display at the Conference posted on the Conference website. Although the poster dimensions listed below are quite large, we ask that you submit the scaled down version in a PDF so it is visible on screen for attendees. Submit your PDF file to sgalloway@pmmiconferences.com. The sooner you submit the file the sooner we can add to the website.

POSTER PREPARATION

- There will be two commercial posters on each poster board.
- 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

We have been asked by a few of the commercial companies to prepare some highlights or tips for preparing a poster. Please take these tips and reminders as they are intended.

- 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. We are requesting this be prepared as a technical poster and not a commercial or advertisement for your company.
- It is important that you remember that the audience viewing your poster 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. 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.
- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.