

POSTER SESSION INSTRUCTIONS

Instructions for IEMC 2007 poster authors **& GOLD Track short papers presented as posters**

Poster generally require more planning and preparation than an oral presentation and this guide will set out some helpful hints and set out what is required at IEMC 2007.

1. Poster Preparation

1.1 Size

Take into account that the size of the poster board is 1.2 meters [four feet] (width) by 1.2 meters [four feet] (height).

You may print your material on one or more sheets of paper to fit this space but a large single sheet that is well organized and easy to follow can provide more information than a number of single sheets. Also have a look at the suggestions below which are aimed at making presentations easily to follow and quickly understandable.

1.2 Organization

Work out a plan as to how you would like to explain your material. Make it a logical sequence that your audience will be able to follow easily. An Introduction/Outline and a Summary/Conclusion is a good starting point. Ensure that a person can read and understand your material even if you are busy talking to other attendees.

It might help to make a small scale of your poster with headings, the points you want to make, and figures, tables and photographs to support this. It will also allow you to see if it will fit in the available poster area.

1.3 Content

On one hand, do prepare in depth to convey your information. But do not cram too much information onto the poster material. Concentrate on key points and use text carefully. Use simpler graphics and diagrams and make certain your message is simple and clear because people will study your poster if you are away.

1.4 Lettering

Remember that all lettering must be easily read from a distance of about 1.5 metres [5 feet]. Use a larger bold or semi bold typeface for headings and labels [san-serif is normally more readable for posters]. Choose an easily readable font. Your text should be 24 points or larger.

1.5 Diagrams and Graphics

Make your work eye-catching and well as informative. You could use color, bullet points, arrows to show the progress of the material, charts, figures, tables, equations, and photographs as applicable to highlight the important content of your paper.

1.6 Other Important Details

The poster should clearly show the title of the paper which is the topic of the poster presentation, the author's name and contact e-mail address. A head and shoulders photograph of the author pinned to the edge of the poster panel is quite acceptable. This will allow attendees to easily identify the author.

Authors are encouraged to check their poster's correctness by organizing a trial run with their colleagues at their home institutions.

1.7 Mounting

Double-sided tape or pins will be provided at the site.

1.8 Other Matters

- **AC Power:**
If you need AC power (110V, 60Hz) please do ask us a week in advance. E-mail your request to Leslie Martinich (lmartinich@ieee.org).
- **Special Needs:**
Likewise, e-mail if you have any special needs.
- **Printing at Conference:**
Please note that no facilities for poster printing are available at the conference.
- **Your paper:**
Do bring along as many copies as you like of your paper. People will be interested in receiving it.
- **Business cards:**
Bring along as well, your business cards.

2. On the Day

2.1 Poster Schedule

Poster Time	Poster Session #1	Poster Session #2
4 to 6 pm Tuesday 31 July	IEMC 2007	GOLD Track

2.2 Mounting Posters

Do have your poster mounted 30 minutes before the start of the session. Instructions will be provided at the registration area the morning of the poster session.

2.3 Attendance During Poster Session

Poster presenters are expected to be present and available for discussion during the poster session. For those presenters unable to attend the conference, the conference administration will mount your poster prior to the poster session. Refer to the special requirements on the web site that are provided for these special circumstances.

2.4 Posters Removal

Posters must be removed by 10:00AM the next day. Any posters still remaining will be discarded.

3. Questions?

If you have any questions please e-mail Leslie Martinich at lmartinich@ieee.org or the "GOLD Track at IEMC 2007" Organising Committee at GOLDtrack@iemc07.org.

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