

GUIDELINES FOR POSTER SESSION PRESENTATION

Poster boards will be located throughout the Salzburg Congress on three different levels in the 1st, 2nd, and 3rd Floor Foyers, 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. A floor plan with assigned poster number locations will be sent prior to the Conference.

Each poster is assigned a unique number which clearly indicates when and where the poster is presented. Example poster number: **M001-a**

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

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

The second/third/fourth characters (i.e. **001**) is the poster board position on the floor plan. The last character (i.e. **a**) is the poster category.

A. SET-UP

Sunday, January 25	17:00 - 19:00
Monday, January 26	07:30 - 10:50

ALL posters are to be set-up by 10:50 on Monday and remain up during the entire Conference. This will give additional time to view posters during breaks and before the Conference sessions

B. HOURS

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

Poster Session I
Monday, 26 January
14:45 – 16:45

Poster Session II
Tuesday, 27 January
13:30 – 15:30

Poster Session III
Wednesday, 28 January
15:00 – 17:00

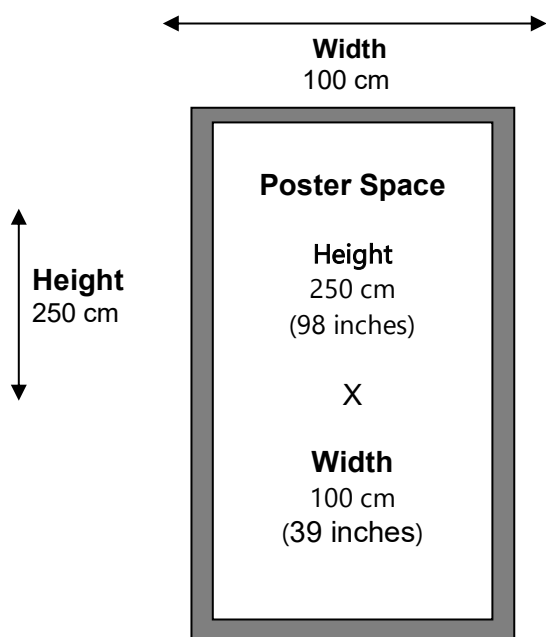
C. TEAR-DOWN

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:

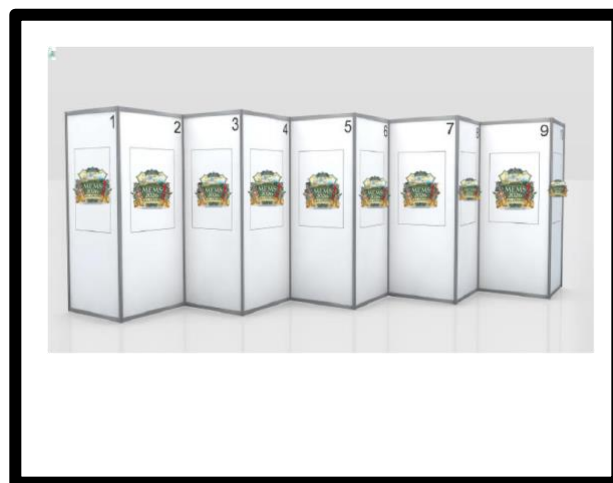
Thursday, 29 January	08:00 - 10:45
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POSTER PREPARATION

- Please use poster paper **ONLY** to prepare your poster.
- It is recommended 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 sticky material that will be provided to attach your poster to the wall will not be strong enough and the poster will 'pop' off the board.
- It is also recommended that you **do not** print your poster on fabric, as the silky fabric will not adhere to the sticky material.
- The actual space where you may place your poster is:
 - 250cm high (98") x 100" wide (39")
 - 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.



Example of Poster Boards



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: bkriebs@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](#).