

# **Poster Presentation Guidelines for ATMS-2017**

The poster sessions will be of an hour long. The authors(s) are expected to be ready with the presentation set up prior to the session. The author (s) are required to be present at their poster for the entire one hour session and explain their paper to the collected audience and answer questions as appropriate.

The allowed area for your poster materials is 46" (1170 cm) tall by 33" (838 cm) wide (NOTE: vertical orientation) with a 1" (2.54 cm) border. As an example, the typical A0 size poster is 1.189 m x 0.841 m. All poster materials shall be provided by the Author(s). Push pins and soft poster board will be provided at workshop site to attach poster materials to the poster board. Please review your poster dimensions before you arrive to ensure that it will fit in the defined space.

## **Poster Presentation Guidelines**

- The title of the poster session should be displayed in large font, 36 – 60 point, to help the audience find your paper.
- Your main point or conclusion should be in large font if it is not covered in the title. A font below 18 point is not advisable.
- Avoid large sections of text in all capitals. Use capitals and/or BOLD to emphasize your points. Display the highlights of your presentation in larger font, 24 40.
- Use color to emphasize the important points. Pictures, charts, and graphs are very effective when kept simple. Too much detail will obscure the main points.
- Information flow is most effective if it is from left to right and top to bottom.
- Your posted materials should be as self explanatory as possible. Attract the audience's attention and then answer detailed questions. Remember that attendees will also be viewing your poster when you are not present.
- Consider that the viewers will be two to three meters away from your material and adjust the print font, charts, graphs, and figures accordingly. The audience will not have the time or the space to read pages of text.
- If you are planning to give a presentation of your material, it will probably have to be repeated several times as the audience changes. Be brief, hit the high points, and invite questions. Some visitors may be very interested in your topic and will want to monopolize your session time with questions. This may turn away other visitors that are also interested. Recognize this as a factor and be prepared to acknowledge all visitors.
- If you want to interact with certain audience members at a later time, offer business cards or contact information.
- **To maintain poster quality, posters printed on paper should be rolled and not folded for transportation.**