# TRK18: Student Paper Competition
# Guidelines and tips for poster preparations

## Poster Preparation

Size: Posters should not exceed 50 inches high by 36 inches wide (127 cm x 91 cm) (portrait layout).

Material: Posters should be printed on a plastic film or a paper that can be tacked to a core board. Do NOT be pre-mount your poster on foam core, as that is NOT mountable to the core boards.

Visibility: All lettering and diagrams should be large enough to be read from a minimum of 7 feet (~2 meters) away. Authors are urged to use colors, symbols and schemes to improve clarity. Suggested lettering size is 3 cm (1-1/4") for the poster title and 2 cm (3/4") for names and addresses of authors and section headings, such as ABSTRACT, INTRODUCTION METHODS, RESULTS, DISCUSSION AND SUMMARY. Remember, space the typing for easier reading.

Layout: Posters should be prepared in a manner that can be easily understood. Ideally, the content of each poster should be clearly divided into sections, including abstract, introduction, problem definition (or aims of the work), summary, results and conclusions. In short, posters should contain all the essential information of your paper, but should not be cluttered with unnecessary details. Figures, charts, photographs, etc. should be similar to those in the preprint of your paper for easy recognition by conference attendees. Each figure and table should have a brief title. Overall, your posters should provide an easily remembered "take home message."

## Poster Arrangement

It is very important to plan carefully and organize for the optimum use of the poster space. Subdivision into sections may be helpful. Comprehension of the poster will be greatly facilitated by mounting all sections in vertical columns. There is no obligation to fill the entire space. At the same time, do not mount a complete manuscript that may take 30 minutes to read!

All poster components must be made up before your arrival. The poster should be assembled, mounted, viewed, discussed, and possibly improved by your colleagues before setting off to the conference. Remember that the impression your posters create

will greatly influence the evaluation of your paper by the technical community.

Tip: Do not try to provide too much information on one sheet. An overloaded poster rarely attracts attention. Our suggestion is to display only short sentences or a list of sentences (or phrases) under each heading preceded by bullets or numbers to describe the work. Remember, you will be there to provide further information to delegates.

## Attendance at Poster Stands

For papers with multiple authors, only one author needs to be present during the session, but co-authors can be present too. If an author has more than one paper in the poster session, it is the author's responsibility to pre-arrange staffing of each poster. It is impossible for a single person to cover more than one poster.

## Mini Lectures

The poster session is much more than a question-answer session. It should retain all the good points of the oral session as well as provide an opportunity for individuals to ask specific questions. In this regard, we urge you to prepare a short (3-5 minutes) oral summary (mini-lecture) of your paper and give these mini-lectures to the audience at your booth. This will enable them to understand your work, and encourage them to ask specific questions. You should not anticipate the audience knowing your research work and immediately asking questions. Please prepare mini-lectures and deliver when appropriate.

## Suggestion to Authors

If you can provide something for the participants to carry away, a one-page outline, bibliography, etc., your presentation will be remembered longer. This is largely a matter of taste, since a published version of your paper will be available at the conference. Whatever you furnish should be supplementary information.

You may provide a sign-up sheet at your booth to collect the names and addresses of participants who wish to obtain more information about your paper.

## Mounting and Removal of Poster

The authors may begin setting up the posters on Sunday (May 17th) afternoon. It is recommended that the posters be fully mounted no later than 5:00 pm on this day. Poster boards will be located in the International Conference Room (same location as the exhibits). Each poster board will include the paper number. They will be laid out according to session numbers. It is imperative that you plan the layout of posters before you arrive. Authors can remove their posters on Wednesday (May 20th) afternoon following the awarding ceremony of student paper competition. It is the author's responsibility to remove all the posters and clean the area before they leave. Posters left in the poster area after the session concludes will be removed and discarded.

## Concluding Remarks

Well-organized and well-prepared poster session offers a better way than paper sessions to develop personal contacts in specialized areas as well as accommodate a large number of papers in one session. It is hoped that general suggestions presented here will leave enough freedom to authors for individual and imaginative layout of posters, yet provide the necessary information required for rapid and efficient transfer of information to the audience.

## Review of the posters

Review of the posters by judges will take place during lunch break from 12.30-14.00 on Monday (May 18th) and 12:30-13:30 on Tuesday (May 19th), and during session time from 16:00-18:00 on Tuesday (May 19th). Students are strongly encouraged to be present at their poster during this time so they may answer questions and provide information to the judges.