



MicroTAS 2012 Poster Presentation Guide

All poster sessions will be held in Exhibition Hall.

All posters are to remain up during the Conference. This will give additional time for attendees to view posters during breaks and before the Conference sessions.

SET-UP TIMES

Sunday, October 28

16:00 – 19:00

TAKE DOWN TIMES

Thursday, November 1

10:45 - 12:30

DATE AND TIME OF POSTER SESSIONS:

Monday, October 29 13:45-16:00

Tuesday, October 30 13:45-16:00

Wednesday, October 31 13:45-16:00

- On your assigned day, please plan to spend the entire session at your poster for questions and discussion. Please refer to the Conference program for your assigned day and poster number. You may download the current program from the website.
- All posters must be removed by 12:30 Thursday, November 1.
- Organizers will not place, store or send back posters for authors who cannot come to claim the poster. If for some inevitable reasons that you cannot come and collect your paper, please ask your colleague to collect the poster for you. Posters not claimed at the end of the conference will be discarded by the organizer.

POSTER PREPARATION

- **The poster board is self-standing.**
- **There will be one poster per board per side.**
- **The size of the poster board is:**

Height: 210cm, Width 90 cm

You may use all parts of this board however we recommend you to avoid using the area below your knees.

- **Push-pins will be provided for your use.**

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 before departing for the Conference. There will no materials available for printing at the Conference. Try setting up the poster before you leave for the Conference to determine what it will look like and to make sure that you have all of the necessary pieces.
- The title of your paper should appear at the top of your poster in CAPITAL letters. This lettering should be at least 1 inch (2.54 cm) 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 2 meters (6 feet) from your poster. Please double check your poster from 2 meters (6 feet) to ensure its visibility.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- The flow of your poster should be from the top left to the bottom right. Use arrows to lead the viewer through the poster.
- 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.