



INSTRUCTIONS/GUIDELINES FOR IN-PERSON POSTER PRESENTATIONS

Your **in-person** presentation will be on the same day as your virtual poster presentation.

All in-person poster sessions will be held in the Lobby on the Third Floor of the [Hangzhou International Expo Center \(HIEC\)](#).

Please refer to the [Technical Program](#) on the conference website for your assigned date, time, and poster number. We recommend that you search this document by your paper title. Again, **your in-person presentation will be on the same day as your virtual poster presentation.**

SET-UP TIMES:

Sunday, 23 October	17:00 - 19:00
Monday, 24 October	08:00 - 11:40

ALL posters are to be set-up by 11:00 on Monday and remain up **during the entire Conference**. This will give additional time for attendees to view posters during breaks and before the Conference sessions. Although the posters will be displayed for the duration of the Conference, you will only be required to stand in front of your poster on your designated date and time. It is important for you to stay by your poster for the whole session to give as many delegates as possible the chance to discuss your work with you.

DATE AND TIME OF IN-PERSON POSTER SESSIONS:

Monday, 24 October	14:25 - 15:25
Tuesday, 25 October	14:30 - 15:30
Wednesday, 26 October	13:00 - 14:00

On your assigned day, please plan to spend the entire session at your poster for questions and discussion.

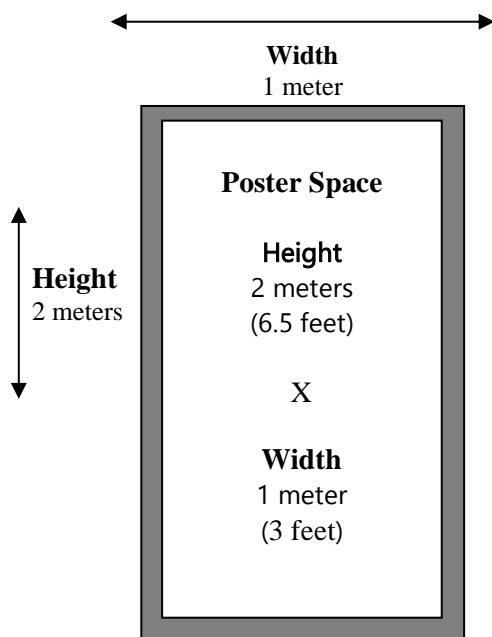
TAKE DOWN:

Thursday, 27 October	08:00 - 13:00
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All posters must be removed by 13:00 on Thursday and you are responsible for your poster. All posters left after 13:00 will be disposed, so please remove your poster promptly.

POSTER PREPARATION

- Please use poster paper **ONLY** to prepare your poster.
- It is recommended that you **do not** print your poster on fabric, as the silky fabric may not adhere to the board with the adhesive that will be provided.
- **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 adhesive material that will be used to adhere the posters to the board will not be strong enough and the posters will ‘pop’ off the board.
- The actual space where you may place your poster is:
 - 2 meters high (6.5 feet) x 1 meter wide (3 feet)
 - Your poster **CANNOT** be larger than this. It may be smaller, if you wish.
- We suggest that you create your poster in the A0 standard size (118.9 cm high x 84.1 cm wide).
- Poster Diagram - Please note that diagram is not to scale.



Example of Poster Boards



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 1" (2.5 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 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.
- 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.
- Please be advised that audio-visual equipment will not be provided for poster presentations.
- If you would like to include the conference logo on your poster, you may download it from the conference [website](#).