



## INSTRUCTIONS FOR POSTER/ORAL SESSION PRESENTATIONS

All posters will be held in the foyer of the General Session room (Rumeli) of the Istanbul Convention and Exhibition Centre.

Please plan on giving three (3) scheduled 10 minute, oral presentations in front of your poster on your assigned day. You will be required to remain at your poster for questions and discussion for the entire session.

### DATE AND TIME OF POSTER/ORAL SESSIONS

#### **Monday, January 23<sup>rd</sup>**

13:40 – 15:40

##### Session I

Poster/Oral Presentation 1 – 14:10

Poster/Oral Presentation 2 – 14:40

Poster/Oral Presentation 3 – 15:10

#### **Tuesday, January 24<sup>th</sup>**

13:40 – 15:40

##### Session II

Poster/Oral Presentation 1 – 14:10

Poster/Oral Presentation 2 – 14:40

Poster/Oral Presentation 3 – 15:10

#### **Tuesday, January 24<sup>th</sup>**

15:40 – 17:40

##### Session III

Poster/Oral Presentation 1 – 16:10

Poster/Oral Presentation 2 – 16:40

Poster/Oral Presentation 3 – 17:10

#### **Wednesday, January 25<sup>th</sup>**

13:40 – 15:40

##### Session IV

Poster/Oral Presentation 1 – 14:10

Poster/Oral Presentation 2 – 14:40

Poster/Oral Presentation 3 – 15:10

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

### SET-UP TIMES

#### **Sunday, January 22<sup>nd</sup>**

16:00 – 19:00

### TAKE DOWN TIMES

#### **Wednesday, January 25<sup>th</sup>**

15:40 – 18:00

All posters must be removed by 18:00, January 25<sup>th</sup>.

**You are responsible for your poster. All posters left after 18:00 will be disposed. Please remove your poster promptly.**

### **Poster Preparation:**

- The poster board is self-standing and is 170 cm (5' 7") high x 100 cm (3' 3") wide. **The recommended maximum poster size is 140 cm (4' 5") high x 95 cm (3' 1") wide.** Below is a picture of what the poster boards will look like.
- To create uniformity in the poster area, we ask that all posters be hung starting at the top of the poster board.
- Tacks and push-pins will be provided for your use. Double-sided tape **is not** allowed.



- There is limited power and space for audio visual needs. You are welcome to bring your own laptop computer and **run it off your battery**. Please contact Shirley Galloway at [sgalloway@pmmiconferences.com](mailto:sgalloway@pmmiconferences.com) if you require a small table.
- 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. Practice 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 (2.5 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 6 feet (2 meters) from your poster. Please double check your poster from 6 feet (2 meters) 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.