



## GUIDELINES FOR POSTER/ORAL SESSION PRESENTATIONS

Posters will be held in three areas of the Hilton Cancun. The attached floorplan shows poster locations.

Section A	Posters 1 - 60	Isla Junior Ballroom
Section B	Posters 61 - 111	Miramar Foyer
Section C	Posters 112 - 297	Miramar Ballroom

Please refer to the program for your assigned day and poster location number.

You are required to give three (3) scheduled 10 minute, oral presentations in front of your poster on your assigned day. You are also required to remain at your poster for questions and discussion for the entire session.

### DATE AND TIME OF POSTER/ORAL SESSIONS

#### Poster Session I

**Monday, January 24**

13:10 – 15:10

Poster/Oral Presentation 1 – 13:40

Poster/Oral Presentation 2 – 14:10

Poster/Oral Presentation 3 – 14:40

#### Poster Session II

**Tuesday, January 25**

13:20 – 15:20

Poster/Oral Presentation 1 – 13:50

Poster/Oral Presentation 2 – 14:20

Poster/Oral Presentation 3 – 14:50

#### Poster Session III

**Wednesday, January 26**

13:10 – 15:10

Poster/Oral Presentation 1 – 13:40

Poster/Oral Presentation 2 – 14:10

Poster/Oral Presentation 3 – 14:40

#### Poster Session IV

**Thursday, January 27**

08:00– 10:00

Poster/Oral Presentation 1 – 08:30

Poster/Oral Presentation 2 – 09:00

Poster/Oral Presentation 3 – 09:30

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, 23 January**

18:00 – 21:00

### TAKE DOWN TIMES

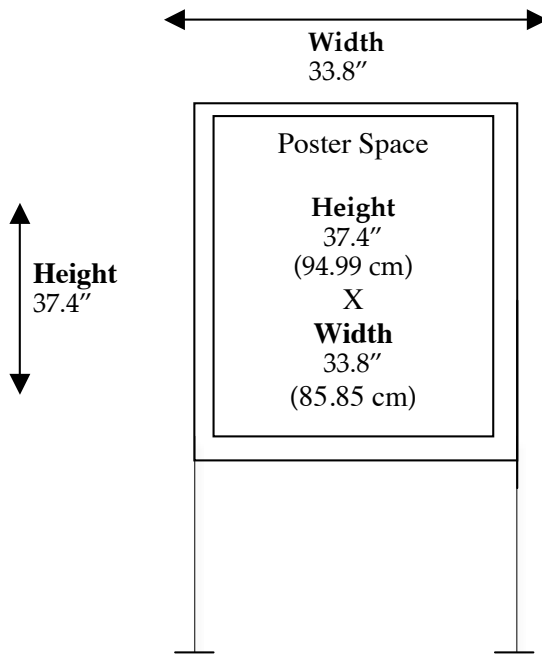
**Thursday, January 27**

10:30 - 12:30

All posters must be **removed** by 12:30 Thursday, January. You are **responsible** for your poster. All posters left after 12:30 will be **disposed**. Please remove your poster promptly.

### Poster Preparation:

- There will be three (3) posters per board, per side. You will have only one (1) space for your poster.
- The **actual space** where you may place your poster is: 37.4" (94.99 cm) high x 33.8" (85.85 cm) wide. Your poster should NOT be larger than 37.4" x 33.8".
- We will provide material to place your poster on the board. Tacks and push-pins will NOT be allowed.
- Poster Diagram - Please note that diagram is not to scale.



- 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 2.5 cm (1 inch) 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 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.
- You are welcome to bring your own laptop computer and run it off your battery (power will NOT be available). Please contact Shirley Galloway at [sgalloway@pmmiconferences.com](mailto:sgalloway@pmmiconferences.com) if you require a small table.
- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.