



INSTRUCTIONS/GUIDELINES FOR POSTER PRESENTATIONS

All posters will be located in Room 210CD, Level 2, of the [Palais des congrès de Montréal \(Montréal Convention Centre\)](#).

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.

SET-UP TIMES:

Sunday, 13 October	17:00 - 19:00
Monday, 14 October	10:30 - 13:50

ALL posters are to be set-up by 13:50 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 POSTER SESSIONS:

Poster Session 1	Monday, 14 October	14:35 - 16:35
Poster Session 2	Tuesday, 15 October	14:30 - 16:30
Poster Session 3	Wednesday, 16 October	14:15 - 16:15

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

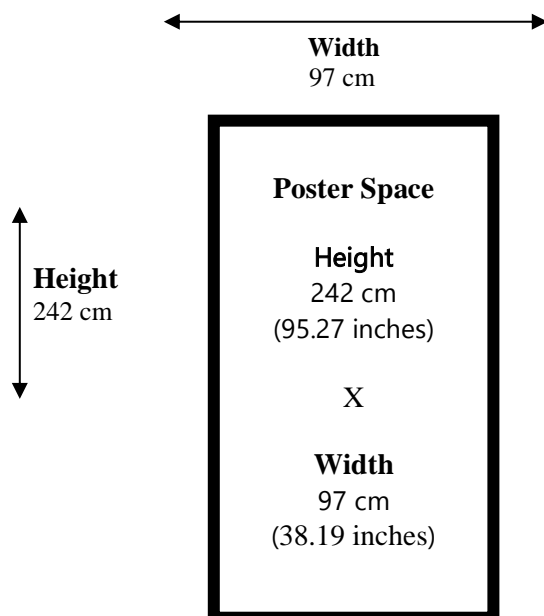
TAKE DOWN:

Thursday, 17 October	08:00 - 11:50
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All posters must be removed by 11:50 on Thursday and you are responsible for your poster. All posters left after 11:50 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** laminate your poster. The lamination is too thick and once the poster is rolled it holds that form and wants to roll back up. The sticky material that will be provided to attach your poster to the wall will not be strong enough and the poster will ‘pop’ off the board.
- It is also recommended that you **do not** print your poster on fabric, as the silky fabric will not adhere to the sticky material that will be provided to attach your poster to the wall.
- The actual space where you may place your poster is:
 - 242 cm high (95.27”) x 97 cm wide (38.19”)
 - 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.
- 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 6 feet (2 meters) from your poster. Please double-check your poster from 6 feet (2 meters) 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.
- Please be advised that audio-visual equipment will not be provided for poster presentations. You may bring your own laptop computer and run it off your battery (power will NOT be available). If you require a table please send an email request to: sgalloway@pmmiconferences.com. Tables are limited and will be assigned on a first come, first served basis.
- 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.
- If you would like to add the conference logo to your presentation, it may be found on the author page of the conference [website](#).

POSTER PRINTING IN MONTRÉAL

If you are looking for a company to print your poster in Montréal, CANADA, please complete the attached form order from on the next page. The deadline to order a poster is **Wednesday, 2 October**.

You will need your **Poster Number** from the [program](#) and the **Paper Reference Number** that you received when you submitted your abstract. Refer to your acceptance email for number.

All posters ordered via this form will be set-up by one of our team members.

Please read all the instructions carefully. Once you submit your form, please make sure you receive a reply, within 3 days, confirming your order was received. It is your responsibility to confirm your order was received and will be delivered.



Poster Order Form

\$150 per poster

Price is in Canadian dollars and includes delivery to the Convention Center.

All orders must be received by Wednesday, 2 October.

Any order received after this date cannot be guaranteed and will be charged a \$20 rush fee.

STEPS:

1. Create your poster in A0 standard size (118.9 cm high x 84.1 cm wide) with a 0.635-centimeter border around all sides. This is the **ONLY** size available.
2. Create your poster file in PDF or JPG format with high resolution.
3. Your PDF/JPG file should be labeled with your Poster Number and last name.
Example: M999a - Galloway.pdf
4. Complete this form, delete first 3 pages, and rename it with your Poster Number and Last Name.
Example: **M999a - Galloway MicroTAS Poster Order.pdf**
5. Include the following in the email subject line and update with your Poster Number and Last Name:
Example: **M999a - Galloway MicroTAS Poster Order**
6. Send completed renamed form along with poster PDF/JPG file (or link to download) to:
athuot@graphiscan.com and sgalloway@pmmiconferences.com
7. Payment will only be accepted using a credit card.
8. Posters will not be printed unless credit card details are included.

Payment:

Name:	
Email:	
Poster Number:	
Paper Reference Number:	
Comments:	

Payment: Credit Card ONLY

<input type="checkbox"/> Mastercard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express	Please Type or Print
Card Number:			
Expiration:			
Verification Code:			
Signature of Cardholder:			
Billing Address:			
City:		State:	
		Zip:	
Amount:	\$150 Canadian		