



Guidelines and Information for IMPI 49 Poster Presenters

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General Information

Thank for your upcoming presentation at IMPI 49. With your help, we are looking forward to a very productive technical program, in a great venue.

There will be 4 types of presentations at IMPI 49:

- (1) Keynote Lectures (45 min). These will be given in plenary sessions Wednesday and Thursday mornings.
- (2) Invited Lectures (30 min). These will be given in topical sessions.
- (3) Oral presentations (20 min) of submitted papers.
- (4) Poster presentations of submitted papers – at dedicated mid-day poster sessions Wednesday and Thursday, as well as at the welcome reception on Wednesday and all coffee breaks.

“Micro-abstract”

We are preparing a printed program which each participant will receive on-site, and will show him at a glance what is happening where. The entry for each paper will include the authors, title of the paper, and a “micro-abstract”. The micro-abstract should summarize what you did, and what you got, in ~ two sentences, and absolutely limited to 500 characters (including spaces) for posters. Do not include any background material. The “what you got” sentence should be as informative as possible, and not merely indicative – i.e. it should state your results or conclusions, and not merely indicate that you got results or reached a conclusion. Please submit this by 1 April using the attached form.

Guidelines for Poster Presentations

(1) **We like posters!** The Technical Program Committee believes that posters are an excellent way to present material at a conference, and are committed to making IMPI 49 as “poster friendly” as possible, and accordingly adopted the following policies:

- Posters and oral contributions were judged by the same standards for acceptance into the program. (The poster session is not a refuge for 2nd class papers).
- Posters will be displayed throughout the conference, and adequate time will be allocated in the program for participants to view the posters and chat with their authors.
- No distinction will be made in the proceedings between papers presented orally or in posters.
- Members of the TPC will present poster papers.
- Poster presenters will have priority in the food and coffee queues.
- Poster presentations will be allotted more space in the printed program for their “micro-abstracts” (500 characters instead of 400).
- A poster “flash session” will be held to introduce all of the poster presenters to the conference participants, at the beginning of the Wednesday welcome reception.
- Interested poster presenters will be invited to be “reserve lecturers” – who will present their paper both with a poster and a lecture if there is a late cancellation or “no-show”.

(2) Physical Arrangement

Posters will be attached to 91×122 cm cardboard plaques (supplied by the Symposium), which will be set on top of a table, placed against the wall. This has the following implications:

- (1) The poster will be viewed at a minimum distance of a table width. All features on the poster should be sufficiently large to be legible at that distance.
- (2) It will be useful to come equipped with a “collapsible antenna” or other pointer.
- (3) The table top will be available to show samples, hold a lap-top to show animations or clips, or to have printed material for distribution.

(3) Poster Preparation

- a. Do not display a copy of your paper as a poster. No one wants to read a paper standing up and looking from a distance.
- b. Professionally printed full-size (90×120 cm) posters, on either stiff poster paper (needs to be transported rolled up) or cloth (can be folded and carried in a brief case), are highly encouraged. (Individual sheets of paper tend to look sloppy).
- c. The poster can serve two purposes at the Symposium, and its design should take both into account: (a) Casual passers-by, who are not in your specialty, but want to grasp the main idea of your work in a single glance. Having a graphic of some kind giving the overall idea of your work, and short conclusions presented in large font, is useful for this purpose. (b) Serving as a backdrop for intimate conversations with the participants who are really interested. For them, more detailed information is useful.
- d. Include a title at the top of each area on the poster
- e. Use only key words – no complete sentences.
- f. Use colors to differentiate between curves on a graph, different subsystems in an apparatus diagram, etc.
- g. Directly label all key features in graphs and photographs.
 - a. Don't expect the participants to search for legends or explanations in captions.
 - b. Don't expect participants to recognize special features in oscillograms or micrographs – use an arrow and label to point them out.
- h. You can show more detail in a poster than in a lecture slide, since you will be present to explain.

(4) Poster Presentation

- a. Hang your poster Wednesday afternoon, before the opening reception, and leave it hanging for the duration of the Symposium.
- b. Participate in the poster flash session (see below).
- c. Be present at your poster during the designated poster sessions mid-day on Thursday and Friday, and at one of the coffee breaks which will be assigned to you. The

latter is to allow other poster presenters to visit your poster. Note that you will have priority in the food and coffee lines.

d. Be “pro-active” in presenting your poster – i.e. don’t just stand there waiting for the visitor to ask a question. Instead, prepare a ~3 min summary of the main idea of your work, and recite it to each visitor. If the visitor is particularly interested, then continue to discuss details.

(5) Poster Flash Session

A poster “flash session” will be held on Wednesday, June 17th from 11:30 to 12:00. The objective of the flash session is to introduce all of the poster presenters, and their topic, visually to all of the participants. Each poster presenter should prepare 2 power point slide (.ppt or .pptx) summarizing their work. Please leave the footer area free. An example is attached. Include your paper number, your name and the word flash in your file name (e.g. 39- Boxman flash.ppt) Send the file to Molly (info@impi.org) who will assemble all of the slides into a single file. At the flash session, the file will be presented as a slide show, pre-timed so that each slide is displayed 1 minute. All of the poster presenters will be pre-assembled next to podium. As his/her slide is displayed, the presenter will step up to microphone, introduce his topic for <120 s, and retire no later than when the slide of the next speaker is displayed.