

# Guidelines for a Poster Session Presentation

## Poster Schedule

Poster session will be held on Wednesday, February 18, 2015 between 6:00pm and 8:00 pm. The poster session area will be open starting 5:00 pm to allow presenters to set up their posters. It is recommended to meet the Poster Session Chair at least 30 minutes before the poster session to find your assigned poster location and arrange your materials on the poster board. Presenters are required to setup and take down their posters on their own.

## Board and Poster Size

The poster board is self-standing and each presenter will be allotted a 4ft x 4ft poster board space (1.2m x 1.2m). The recommended poster size is 40" high x 30" wide (1.0m high x 0.76m wide). Double sided tape or pushpins will be provided to attach your material onto the poster boards.

## Here are some guidelines for poster preparation:

1. Please download the poster template for poster preparation.
2. The title of your paper should appear at the top of your poster in with lettering of at least 1 inch (2.5 cm) high. Below the title, place the authors' names and affiliations.
3. Plan on having an Introduction/Outline and a Summary/Conclusion clearly shown on your board. Catch the attention of the attendee with bullet lists, charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your paper.
4. The use of color graphics, and headline style phrases in bullet charts will help the audience to quickly see the theme and your intended message.
5. It is a good idea to sequentially number your posted material, or use arrows to indicate the flow of material. This will indicate to the viewer a logical progression through your presentation.
6. It is very helpful to have paper copies of your written submission to the Symposium Digest available for visitors to take with them. Presenters often provide their business cards and solicit the cards of their visitors so they may correspond in the future.

For further information, contact the Poster Session Chair at the email address provided below.

We are looking forward to your contribution for a successful Poster Session!

The poster session chair, Manisa Pipattanasomporn, [mpipatta@vt.edu](mailto:mpipatta@vt.edu)  
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