

INSTRUCTIONS FOR POSTER SESSION AUTHORS

Introduction

The Poster Session is an important part of the Cable & Connectivity Industry Forum. The interaction between presenter and audience can happen at a depth that is difficult in oral presentations.

During the Poster Session, the authors of your poster paper must remain at the poster board and provide answers or comments on the contents of your paper. The working language is English.

As the purpose of your poster is to encourage interaction between the audience and presenter, keep the text to a minimum (so someone can understand the outline to the paper) with a higher density of diagrams, graphs, etc. so you can bring out the detail when discussing the paper with your audience.

Creating your poster

Each poster paper "booth" will have a horizontal poster board measuring 4'x8' (122cm x 244cm). ***Note that the inside dimensions of the board useable for your poster are actually 3'10"x7"10" (117cm x 239cm). Use these reduced dimensions in planning your poster layout.***

The simplest way to create a poster is to use PowerPoint or similar presentation software. If you use PowerPoint choose a landscape format and set your width to 119.5 cm (or less) and height to 58.5 cm (or less) then get your printer to print at 200%, this is because the maximum slide dimension in PowerPoint is only about 142 cm. Of course, if you use specialist software, the size should not be an issue. It is also permissible to print your poster at A0 size (33.1" x 46.8", 84.1 cm x 118.9 cm). Please note that, this will not take up the whole board

Your paper must be mounted prior to the opening of the session and left in place until the end of the session. All illustrations, charts, and textual materials to be posted must be prepared in advance. Materials for these purposes will not be available at the meeting.

You must have a heading (with lettering at least 1-1/2" [38mm] high) giving the title of the paper, the author(s) and their affiliation(s).

Illustrative material should be legible by attendees from a distance of 3' (91cm) or more, so lettering on illustrations should be at least 3/8" (10mm) high.

There should be a logical sequence (introduction, development and conclusion) to your display. You may find the use of columns in your poster helpful to help guide your audience through this sequence.

If you do not have facilities to print full poster size, a method to do this with single sheets is given in the appendix. Please note that most commercial printers can print good quality posters at a reasonable price. Also, if you are printing on individual sheets, please use the largest sized paper you can in order to minimize the number of joins on the board.

Please do not simply reprint your paper from the digest and pin the pages up, make the most of drawing out the key elements of your work that you want to discuss with the audience.

The poster session itself

Mount your poster on the first/next board available to you. Do not leave any boards blank between posters. We will have a note on the first board to use and then just follow after that. Each author is responsible for mounting his material at least one-half hour prior to the opening of his respective poster session and for removing it within one-half hour after close of the session. The IWCS cannot assume responsibility for materials beyond those time limits. Please ensure this is done, the poster session is designed to be as relaxed and informal as possible, usually with refreshments, in order to provide an environment for constructive discussions. As a result, many people will browse the posters prior to the formal start, so having all posters put up early means that the best use can be made of the time.

Authors may wish to bring duplicated copies of their data and conclusions. No duplicating facilities will be available through the IWCS.

The IWCS will provide a reasonable supply of push-pins.

If you have any questions, please get in touch with your session chair, Alistair Duffy, apd@dmu.ac.uk.

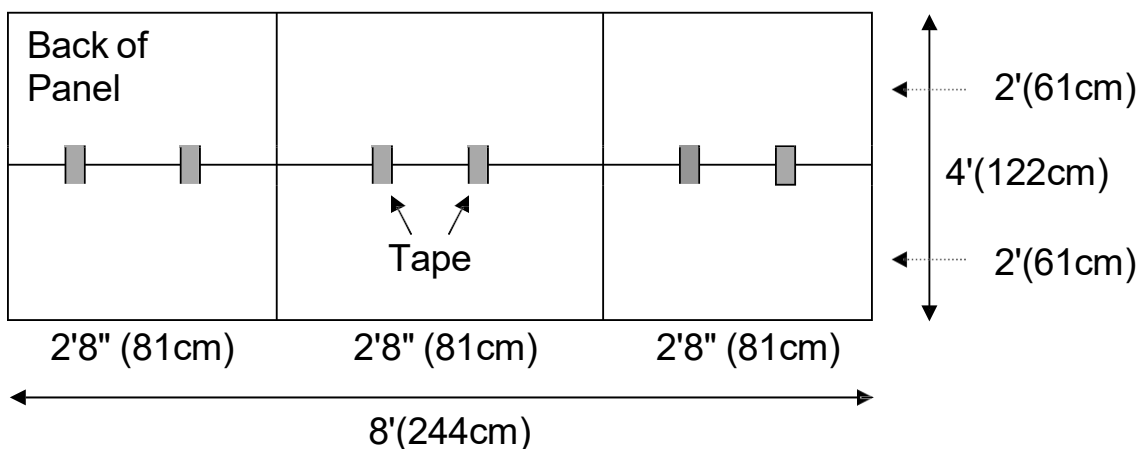
APPENDIX - SUGGESTED METHOD FOR PACKAGING AND PRESENTATION OF POSTER PAPER WHEN LARGE FORMAT PRINTING IS NOT AVAILABLE

You'll Need: For an 4' x 8' (122cm x 244cm) Poster.

- 6 Sheets of 24" x 32" (61cm x 81cm) lightweight paper. Color Aid is an example of a suitable paper found in major art supply stores. Consult a local paper merchant for other ideas.
- A roll of strong 1-1/2" (38mm) or 2" (51mm) tape. Gaffer or cloth tape will work well.
- 31" x 42" (79cm x 107cm) art case for transportation of posters. Art cases can be found at art supply stores and can be checked with your luggage during airline flights.
- Push pins.

How To:

Lay 2 sheets of paper together (backside up) on the 32" (81cm) edge. Cut tape, and apply over both pieces. This will act as a hinge for easy folding into the art case for storage and transportation.



Do this twice more, creating three panels. These three panels can then be hung together to create an 4' x 8' (122cm x 244cm) image. Use push-pins in the corners of each piece to mount to the board. **Again, note that the actual inside dimensions of the board will be slightly smaller than the nominal 4'x8'.**