IEEE RFID 2010

Poster Presentation Guidelines

1. General

   a) The poster session will be held in Room S331 A at the OCCC
   b) The session will be 90 minutes long on Wednesday, April 14th from 3:30 pm to 5:00 pm.
   c) Poster authors(s) are expected to:

      o Be set up no later than 3:00 pm on Wednesday, April 14th.
      o Be present at their poster for the entire 90-minute session.
      o Sign-in at the Registration Desk prior to presenting the poster.
      o Explain the poster to the collected audience.
      o Answer questions and interact as appropriate.
      o Remove their materials promptly anytime after the end of the conference banquet on Thursday, April 15th at 8:30 pm and before noon on Friday, April 16th.

   d) Posters will also be available for viewing by conference attendees during the following timeframes:

      o Wednesday, April 13th during the IEEE RFID 2010 reception from 8:30 pm to 9:30 pm
      o Thursday, April 15th from 10:30 am to 8:30 pm

   Authors are not required to be present during these times but it is certainly an option for further interaction with conference attendees.

2. Setup

   a) The poster locations are assigned - check at the IEEE RFID 2010 Registration Desk for directions to your assigned site.
   b) Room S331 A will be available for poster set up from 10:30 am to 3:00 pm on Wednesday, April 14th.
   c) Poster setup should be completed no later than 3:00 pm.

3. Materials

   a) All poster materials should be provided by the Author(s).
   b) Push pins will be provided at the Registration Desk to attach poster materials to the back board.
   c) The width constraint for each poster is 4 feet (1.22 m). Posters are thus confined to an A0 size restriction.

d) Please try your material layout before you arrive and make sure it fits in the assigned space.

4. Suggestions for a good poster presentation

   a) The title of the poster should be displayed in large font, 36 - 60 point, to help the audience find your poster.
   b) Your main point or conclusion should be in large font if it is not covered in the title.
   c) A font below 18 point is difficult for the audience to read. Try not to include any smaller print on your presentation.
   d) Avoid large sections of text in all capitals; it can be difficult to read. Use CAPITALS and/or bold to emphasize your points
   e) Display the highlights of your presentation in larger font, 24 - 40. Use color to emphasize the important points.
   f) Pictures, charts and graphs are very effective when kept simple. Too much detail will obscure the main points. Use color!
   g) Information flow is most effective if it is from left to right and top to bottom.
   h) Your posted materials should be as self explanatory as possible. Attract the audience's attention and then answer detailed questions.
   i) Consider that the viewers will be two to three meters away from your material and adjust the print font, charts, graphs, and figures accordingly. The audience will not have the time or the space to read pages of text.
   j) The audience at poster sessions moves! They may want to visit several posters during the session. If you are planning to give a presentation of your material it will probably have to be repeated several times as the audience changes. Keep it short, hit the high points and invite questions.
   k) Some visitors may be very interested in your topic and will want to monopolize your session time with questions. This may turn away other visitors that are also interested. Recognize this as a factor and be prepared to acknowledge all visitors.
   l) If you want to interact with certain audience members later, have cards with your contact information available.