Paper Presentation at a Poster Session

A Poster Session is the only forum for technical paper presentation which may be requested by the author of a Transactions paper. (Other formats discussed above are only by invitation of a Technical Committee.)

In a Poster Session, the illustrations are mounted on a poster board which is then mounted on an easel. The illustrations may consist of equations, graphs, photographs, and short text bullets.

The Poster Session papers are not presented sequentially as in Paper or Panel Sessions or in Directed Educational Programs. Rather, all papers in a poster session are presented simultaneously with each author standing or sitting next to a poster. The author should be prepared to give a short presentation and answer questions from those attending. The audience does not stay in one place, but is expected to walk from one poster to another, listen to the presentation by the author, and talk to the authors about their work. Discussion is therefore one-on-one with the interested party rather than directed toward a general audience.

**Prior to the Session**

Illustrations should be made for ease of viewing by persons who will typically stand or sit about two meters (six feet) from the display. (For information on how to prepare good illustrations, refer to [*Guidelines for Preparing Visuals for PES Presentations*](http://www.ieee-pes.org/guidelines-for-preparing-visuals-for-pes-presentations).) The illustrations will be arranged and secured to a poster board by the author at the meeting. The poster board is usually about 121.9 x 121.9 centimeters (48 x 48 inches) and may be made of heavy cardboard or a stiffer material. (Note: Authors are NOT expected to bring the poster board and fasteners; these will be provided by PES at the conference.) In general, a chair and a small table will also be provided. The table will be typically the same length as the poster board and about 30.5 centimeters (12 inches) deep. Authors must fit all of their poster material in the space allotted.

Authors may bring demonstration equipment to set up next to the poster if this is feasible and meaningful to their paper. Such demonstrations may, for example, run on a computer or consist of a sample piece of apparatus. (If a computer is required, it must be provided by the author and it must be battery-powered.) Avoid commercial overtones in the presentation. There will be a session chair who should be contacted with any questions of a logistical nature.

At PES General Meetings, a breakfast meeting is held on the day of the session where the session chair and authors meet to finalize their preparations. At other meetings, some time prior to the session will be scheduled by the session chair for this purpose. *Attendance at this breakfast meeting is mandatory.*

**During the Session**

Much of the session will consist of one-on-one discussion between the author and persons who have an interest in the topic.

Recognizing that many attendees will plan their schedule around the published session times, authors **are required** to be in the session room at their poster location for the entire session, except for minimal absence for short breaks.