

# Poster Session Presentation Guidelines

## Poster Schedule

**Poster Session A** will be held on Monday, October 13, 2014 between 17:30 and 19:30 in parallel with Welcome Reception. The poster session area will be open starting 16:00 to allow presenters to set up their posters.

**Poster Session B** will be held on Tuesday, October 14, 2014 between 13:00 and 14:30 during Lunch. The poster session area will be open starting 11:30 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 kindly 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 1.2m high x 0.8m wide poster board space. The recommended poster size is 1.0m high x 0.76m wide. Double sided tape will be provided to attach your material onto the poster boards.

## Format 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 2.5 cm (approximately 72 font size) 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. Consider that the viewers will be two to three meters away from your material.
5. 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. If you want to interact with certain audience members later, have cards with your contact information available.
6. It is very helpful to have paper copies of your written submission to the Symposium Diges 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.

The Poster Session A Chair: Prof. Dr. Omer Usta, [ustao@itu.edu.tr](mailto:ustao@itu.edu.tr) and [ozverenf@itu.edu.tr](mailto:ozverenf@itu.edu.tr)

The Poster Session B Chair: Prof. Dr. Ahmet Cansız, [acansiz@itu.edu.tr](mailto:acansiz@itu.edu.tr)