AUTHOR PRESENTATION (Poster and Lecture) GUIDELINES

PREPARATION OF PRESENTATIONS

Poster style and lecture style presentations are two equally important and valuable methods for presenting papers at ICC 2012.

A. POSTER STYLE PRESENTATIONS

1. General
   1. The poster sessions will be 105 minutes long.
   2. The Authors(s) are expected to:
      1. Be set up prior to the session.
      2. Be present at their poster for the entire 105 minute session.
      3. Sign-in to register that you presented you poster.
      4. Explain their paper to the collected audience.
      5. Answer questions and interact as appropriate.
      6. Remove their materials promptly.
2. Setup
   1. Poster boards (4' x 8' double sided) reside in the exhibit hall, a poster information table is next to the poster boards.
   2. The locations are assigned, check at the poster desk for directions to your assigned site.
   3. Poster setup can begin as soon as the previous session is completed.
   4. Poster setup should be complete 5 minutes before the scheduled presentation.
3. Materials
   1. All poster materials should be provided by the Author(s).

2. Push pins will be provided at the poster desk to attach poster materials to the back board.
3. The area for your poster materials is 8 feet (2.43 m) by 4 feet (2.22 m) with a 1 inch (2.54 cm) border.
4. Please try your material layout before you arrive and make sure it fits in the assigned space.

4. Removal
    1. All poster materials should be removed within 30 minutes of the end of the scheduled session
    2. Be considerate, someone will be waiting to set up.

5. Suggestions for a good poster presentation
    1. The title of the poster session should be displayed in large font, 36 - 60 point, to help the audience find your paper.
    2. Your main point or conclusion should be in large font if it is not covered in the title.
    3. A font below 18 point is difficult for the audience to read. Try not to include any smaller print on your presentation.
    4. Avoid large sections of text in all capitals; it can be difficult to read. Use CAPITALS and/or **bold** to emphasize your points
    5. Display the highlights of your presentation in larger font, 24 - 40. Use color to emphasize the important points.
    6. Pictures, charts and graphs are very effective when kept simple. Too much detail will obscure the main points. Use color!
    7. Information flow is most effective if it is from left to right and top to bottom.
    8. Your posted materials should be as self explanatory as possible. Attract the audience's attention and then answer detailed questions.
    9. 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.
    10. 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.
    11. 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.
    12. If you want to interact with certain audience members later, have cards with your contact information available.
    13. The complete paper is available in the Conference Proceedings that all attendees will have.

6. Refer the audience to the paper for detailed information.

B. LECTURE STYLE PRESENTATIONS

1. General
    1. Each lecture style session room will be set with an LCD projector, a microphone and a laser pointer. Please bring your own laptop. A speaker rehearsal room with an LCD projector will be available for presenters who wish to rehearse their presentations. (Check on-site program for exact location).
    2. Each lecture style presentation is allocated 20 minutes. You should spend about 17 minutes for presentation of the problem, the background, the innovative approach, the new results and the comparative evaluation. An additional 3 minutes should be available for discussion with the attendees.
    3. Sign the register to show that you have presented your paper.
    4. The presenter should prepare a reasonable number of illustrations - in a Power Point file, so as not to exceed the 17 minute time. Typically, one (1) illustration is presented in three (3) minutes. Additional illustrations could be prepared to support possible answers to attendees' questions.
    5. Each illustration should not be crowded by text and graphics. Too much text should be avoided:
        1. Illustrations should support the presentation; they should not be simply read by the presenter.
        2. Graphics help in communications, are more understandable, and point out the basic ideas.
        3. Use large fonts so they can be read without a major effort; typically 18-20 point fonts should be used.
    6. Presentation should be clearly structured.
        1. Begin with a title page.
        2. The index of the presentation should outline the presentation.
        3. The basic problem should be clearly stated, as well as the application area.
        4. Background and previous work should be summarized to provide a prospective for the results presented in the paper.
        5. The innovative approach should be clearly stated.
        6. The application of the approach to the application problem should be described, by pointing out the main features and characteristics, the problems and the solutions.
        7. The results should be clearly outlined and evaluated.
        8. Appropriate comparison with previous results should be presented.
        9. Conclusions should summarize the work performed and point out the main innovation and results.
        10. Future work and developments could also be sketched.