



## A. POSTER PRESENTATION GUIDELINES

Poster sessions are a valuable method for authors to present papers and meet with interested attendees for in-depth technical discussions. Therefore, it is important that you display your results clearly to attract people who have an interest in your work and your paper.

### Preparing your Poster Presentation before the Conference

Your poster should cover the KEY POINTS of your work. The ideal poster is designed to

- 1) Attract attention
- 2) Provide a brief overview of your work
- 3) Initiate discussion and questions.

The title of your poster should appear at the top in CAPITAL letters about 25 mm (1") high.

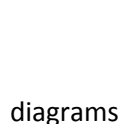
The author(s) name(s) and affiliation(s) are put below the title.

**\*\*This year the provided poster boards are vertical and measure 2.40 meters (7.8 feet) in height and 1.00 meter (3.3 feet) in width.\*\*** Your paper should fit within the following dimensions:

1.80 m–2.00 m tall (5.9 ft – 6.5 ft. tall)  
0.76 m–0.91 m wide (2.5 ft – 3 ft wide)

Carefully prepare your poster well in advance of the conference. There will be no time or materials available for last minute preparations at the conference. If you think you may need certain materials to repair the poster after traveling, BRING THEM WITH YOU.

Use **color** to **highlight** and make your poster more attractive, by using



etc., rather than only text wherever possible.

The smallest text on your poster should be at least 9 mm (3/8") high, and the important points should be in a larger font. Make your poster as self-explanatory as possible. This will save you time to use for discussions and questions.

## Onsite Information

Push pins or Velcro will be provided to attach your posters to the boards.

*Morning Poster sessions:* Your poster must be posted between 7:00 AM and 9:00 AM the day of your presentation and removed at the end of your session. If your poster is left behind, it will be discarded.

*Afternoon Poster sessions:* Your poster must be posted between 1:00 PM and 2:00 PM the day of your presentation and removed at the end of your session. If your poster is left behind, it will be discarded.

## Electronic Posters

In addition to the mandatory displaying of the printed version of a poster (e.g. attached to a board), authors may also use the electronic format of a poster presentation (**e-poster**). Authors may choose to: a) have only the printed version of a poster attached to the board (**mandatory**); or b) have both the printed and the electronic versions of the poster submitted for display. E-poster presentations will be available for display at all times throughout the conference, and not only at the time of the scheduled poster session indicated in the program for a given paper, making this an attractive opportunity to presenters willing to have their work available for a longer period. The audience will also benefit as the e-poster display procedure is user friendly and it will be freely handled by the public. Although authors must be in front of the designated board on the day and time of their printed presentation, they need not be present for e-poster displays.

For displaying these E-posters, one 42" Plasma Display Panel (vertical position) will be located in each of the poster sessions rooms, Catalinas and Golden Horn.

Authors wishing to enjoy this new opportunity and format in addition to the mandatory printed version, must approach at any time the AV Preparation Office located in Golden Horn room, and submit their presentations in CD/DVD/USB stick (memory stick, flash drive, pen drive). The AV office staff will upload the e-poster presentations for display.

**The AV Preparation Office is open 14:00-19:00 on Tuesday, and 07:00-19:00 Wednesday thru Saturday. (Golden Horn)**

### Preparation of an Electronic poster

- You can hand in your E-poster either in Power Point (Office 2003 or Office 2007 versions) or in high quality .jpg format.
- Prepare a single vertical slide, 32 cm tall x 24 cm wide.
- The recommended minimal font size is 10 pt for text and 20 pt bold for the title. Recommended typefaces: Verdana, Tahoma or Comic sans.
- Contrast is very important for e-posters. On the screen, visibility is better with light letters over dark backgrounds.

- You can insert regular images, tables and graphs, although you cannot insert multi-media files (videos, audio, etc.).
- Drop by the AV Preparation Office and hand in your e-poster presentation (**Office hours: Tue 14:00-19:00, Wed-Sat 07:00-19:00**).

**IMPORTANT: The e-poster display is available only to authors with papers accepted and scheduled for a Poster Session. The E-poster format is not open to authors of papers scheduled for Oral Sessions.**

## **B. SLIDE PRESENTATION INSTRUCTIONS**

The regular oral presentations are scheduled for **15-minute slots**. Your presentation should be 12 minutes long, followed by a 3-minute question&answer period.

A PC with an Intel Core Duo processor, 3-Gbyte RAM, a 120 GB SATA hard disk, running Office 2007 under Windows 7 will be available. A video projector connected to the computer and supporting a resolution up to 1024x728 will also be available. A microphone and laser pointer will be provided. Qualified technicians and assistants will be ready to help you in each session room.

### **Uploading your slide presentation**

For EMBC2010, the uploading procedure will be *centralized*. Speakers should bring their presentations for a test-run at the AV Preparation Office (located in Golden Horn room), at least 2 (two) hours before the scheduled time for the presentation. Authors participating in morning sessions are encouraged to stop by the AV office the day before. If you cannot meet these deadlines, please contact the AV staff.

**The AV Preparation Office is open 14:00-19:00 on Tuesday, and 07:00-19:00 Wednesday thru Saturday. (Golden Horn)**

**Presentations may be submitted in CD, DVD or USB stick (memory stick, flash/pen drive).**

**The Organizing Committee strongly encourages speakers to use the central repository, and only their own personal computer if absolutely necessary.**

At the AV office, and with the help of AV personnel, speakers may check or modify their presentations. Once the speaker verifies that the presentation operates properly, the file is uploaded into the projection system. A bar-coded card indicating author's name, title, date, room and time of the presentation is then issued to the speaker. Upon arrival to the designated session room, speakers must render this bar-coded card to the projection assistant. A card reader will automatically set up the projection in the room.

A plasma panel located outside each session room will reflect the presentation taking place in the inside, displaying also name, title and time assigned to the presentation.

## Preparing your slide presentation

***Presentations must be in either Office 2003, Office 2007 or Flash formats. Maximal size of presentation files: 512 MB.***

### Power Point (Windows) users

- If you were to use a non standard Power Point or Windows font, please make sure to bring a copy of any required files with you.
- Do not use links to documents or files in your computer, as these links will not be operative once the presentation is uploaded into the system.
- Use 24-pt font size for easier text reading.
- The aspect ratio should be 4:3
- For higher legibility use appropriate contrast of text against background.

### Apple Macintosh Users

There are some Mac formats, such as image files in a *\*.tiff* format or video files in a *\*.mov* format that are not accepted by Power Point. Additionally, some files as codified by QuickTime may also be problematic. Please, make sure to have them all converted into a *\*.jpg* format for images and into a Microsoft-compatible format such as *\*.mpg* or *\*.avi* for video files. Users of Apple Keynote or Adobe Acrobat may save their presentations in the *\*.jpg* format and then import them into PowerPoint.