

Guidelines for Poster Session Presenters (draft)

Poster Sessions will take place at the Lobby.

The Presenters should prepare their posters and other materials before the poster sessions.

A) Schedule

The poster space will be open for mounting of posters at 10:00 am on September 28, 29. According to your poster session, please follow the mounting schedule as below.

Poster session 1: The poster papers must be mounted [by 9:45 on September 28](#)

Poster session 2: The poster papers must be mounted [by 9:45 on September 29](#)

Poster presenters are required to be in the poster sessions and to present the posters to the attendees in the following time.

Poster session 1: [10:00 - 10:30 and 14:50 - 15:20 on September 28](#)

Poster session 2: [10:00 - 10:30 and 14:50 - 15:20 on September 29](#)

Poster chairs will check the attendances of poster presenters according to the publication policy. That is, we will ask you to sign your names during poster presenting time slots above.

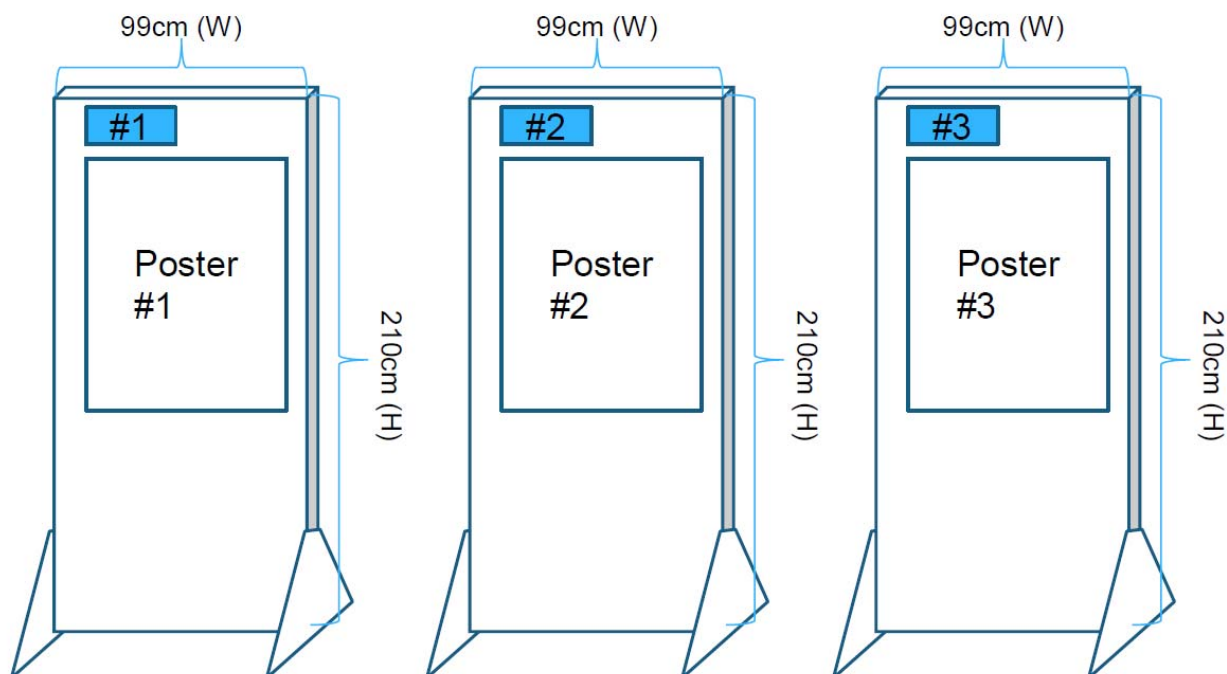
If you do not sign, your paper will not be published in the digital libraries.

After the poster session, poster papers would remain mounted and available for viewing until the end of the daily session schedule, i.e. 17:00 on 9/28 and 17:35 on 9/29. The poster presenters must remove their posters at these times. The posters which still stay on poster boards over 15 minutes after the session schedule will be removed and discarded by our staffs.

B) Facilities

A 99cm (W) x 210cm (H) poster board, as illustrated below, will be assigned to each presenter.

No multimedia facilities will be provided for poster session display without special reasons and our permission.



C) Poster format

A space of each poster is 99cm (W) and 210cm (H), and each poster presenter can freely use this space. For example, the presenters can mount one A0 size (84cm x 119cm) poster or A3 (29.7cm x 42cm) size slides.

Avoid complex diagrams with small labels – diagrams directly copied from your paper are probably not suitable and will have to be adapted.

D) Mounting

Each poster board will be numbered. Each presenter should mount your poster paper to the board number corresponding to the number assigned to your poster paper in the Advance Program.

The poster presenters are required to prepare, carry, and mount their posters by themselves.

E) Others

Please present your poster paper in person at the designed time.

If you have any questions about the poster session, you can contact the Poster Chairs.