

# **INSTRUCTIONS FOR EESAT POSTER SESSION PRESENTERS**

1. **Presenters** should pre-register for this conference. You can register and reserve your hotel room by visiting the following link <http://www.sandia.gov/eesat/2013/registration.html>, and use the promotional code EESATSPK2013.

## **ADVANTAGES OF POSTER PRESENTATIONS**

- Available to Attendees to view all day (7:30am-5:00pm)
  - Scheduled, Purposed, & Individual Networking Opportunities
  - Special Target & Topic Impact
  - High Visibility
  - Captive Audience
2. **The Poster Sessions** will occur on Monday and Tuesday, October 21<sup>st</sup> & 22<sup>nd</sup>, from 1:15pm – 3:00pm in the San Diego Marriott Hotel and Marina Main Ballroom.
  3. **Setup for Poster Presentation:**
    - An easel will be provided for you in the Main Ballroom. Poster locations are assigned according to topic and order of presentation appearance to aid the attendees in pinpointing each poster/presenter.)
    - Your poster must be set up by 7:30 am on the day you present.
    - After you set up your poster at 7:30 am, you will have a brief meeting with staff to go over details of the poster session. **Please do not miss or be late for this meeting.**
    - Supplies such as foam backing, push-pins and tape will NOT be provided.
    - There will be limited conference staff to assist.
  4. **Procedure for Poster Session:** Each poster presenter must present a two-minute (max.) summary of his/her project to the conference attendees. (**NOTE:** Remember to state your name and the title of the Project).
    - Report to the Main Ballroom no later than 10 minutes before your Poster Session begins. Proceed to the front of the Ballroom and form a single file line just off the stage (left side looking toward the stage); in the order you are scheduled to present. There will be conference coordinators at the front to assist lining up the poster presenters. Once the session begins, the session chair will introduce the Poster Session from the podium microphone and then each presenter will proceed one by one across the stage to the podium microphone for their one-slide summary.
    - After your one slide summary, please proceed directly to your poster.
    - After the last summary is presented, all Conference Attendees will be free to walk around the room and visit with the poster presenters.
    - Both Poster Sessions will conclude at 5:00 pm.
  5. **Requirements for All Poster Presentations:**
    - Prepare one slide (14 or 16 pt font) introducing your project to make a two-minute summary for the audience.
    - Prepare some identification of your project, to be mounted at the top of the poster board, that contains:
      1. Project Title
      2. Presenter's Name
      3. Name of the Firm/Org. that is sponsoring the project
      4. Contact information
    - Plan your visual materials to describe the purpose of the project, the project progress to date, and future plans to complete the project.
    - Design your visual materials such that they can be displayed on one 48" wide x 36" high white poster and read at a distance of a few feet.
    - The poster can include diagrams, charts, figures, photos, drawings, etc.

- At the conclusion of your Poster Session, you must remove your poster. Any project material left from the Poster Session will be potentially discarded.

## 6. Suggestions for Your Poster Presentation

- Review all guidelines carefully. Prepare your presentation materials to take maximum advantage of a poster format.
- Posters should provide a basis for discussion among the presenter and viewers, NOT something to simply be read by a viewer.
- Mount your display material on a poster board in an attractive, logical manner.
- Design the poster to be simple, colorful, well-labeled, and neatly prepared.
- Remember that this is an informal discussion and information exchange. The discussion can begin with a question from an interested attendee; or you might initiate a discussion by pointing out a particular piece of material that depicts the essential conclusions of your paper and allow questions and answers to flow from that point.
- Provide contact information (i.e. business cards) as a hand-out.

## 7. Reminders:

- Backing for the poster will **NOT** be provided; you must do this prior to your poster session.
- Prepare a two minute, one slide PowerPoint presentation. The slide should describe the purpose of the project, the project progress to date, and future plans to complete the project.
- Please remember your material must go through your institution's own review and approval process. Your one-slide presentations WILL be publicly available on the web-site, so please be sure that your information does not contain any proprietary or sensitive information.

**DUE OCTOBER 4, 2013**

**ONE-SLIDE PRESENTATION**

*Please e-mail to [eesatinfo@sandia.gov](mailto:eesatinfo@sandia.gov)*

---

Questions/Concerns? Contact [eesatinfo@sandia.gov](mailto:eesatinfo@sandia.gov)