

# Guidelines for Poster Presentations at the 118<sup>th</sup> AES Convention in Barcelona

The Audio Engineering Society considers poster papers and lecture papers equal in all respects. The electronic manuscript requirements for both presentation formats are identical: submission of an acceptable preprint manuscript prior to the deadline is required.

Highly detailed papers are best in poster sessions, which permit greater interaction between author and audience. Authors are encouraged to take advantage of the poster format to present their results via tables, figures, and detailed graphics. Specific requirements for AES 118<sup>th</sup> poster presentations are listed below.

## ***Content recommendations***

A poster should be able to stand alone, that is, be understandable even if the author is not present to explain, discuss, and answer questions. Although a convention preprint manuscript is required, the poster presentation should not merely be copies of the manuscript pages. Authors are encouraged to consider designing their posters according to a clear outline and logical layout. An example outline might include:

1. Heading (AES paper number, title, author(s))
2. Objectives, goals, and significance
3. Assumptions, key terms, and important limitations
4. Background information, summary of prior work, theoretical foundation
5. Experimental procedure, block diagrams, sketches, photos, parameters
6. Outline of the theoretical development and presentation of results
7. Results, supporting data, graphs, tables, etc. (self-contained figure captions are essential!)
8. Conclusions
9. References, bibliography

Authors may choose to include a short biographical note (max. 50 words) on the poster.

Your 4-digit paper number (which should be included in the upper right corner of your poster) is listed at <http://www.aes.org/events/118/papers/>.

## ***Poster dimensions and format***

The poster boards in Barcelona will be 150 cm high and 90 cm wide. Each author will get two boards. The boards are covered with Velcro, and Velcro strips will be available to attach posters to the boards. Each author will also get a small table for laptop computers. 230V/50Hz power supplies (Schuko connector) will be available for powering computers.

Posters should contain graphical elements and font sizes that are readable from a distance of about 1 m. Graphs, tables, and diagrams should be at least 20 x 25 cm (8 x 10 inches). Simple, easy-to-read fonts, such as Times New Roman or Arial, are highly recommended. Suggested sizes of type for the elements of your poster are: title, 84 pt; name and affiliation, 72 pt; headings and subheadings, 36 pt; body text, 18 to 24 pt. Framing the text by putting a box around it can help readers to focus on the type.

Rather than tacking up multiple individual sheets of paper, we strongly recommend that you create your poster presentation on a single large sheet that will fit conveniently on the poster board. These large sheets can be rolled up into a tube and carried by the author to the convention. Many commercial printing shops are able to produce such posters directly from computer files. The best poster sizes for the 150x90-cm boards in Barcelona are A0 (118.9 x 84.1 cm) or B1 (100 x 70.7 cm, ISO standard 5457).

### ***Presentation procedures***

All poster sessions will be in the poster presentation area just outside the lectures rooms. An Authors' Room will be nearby, equipped with a Windows PC and a desk-jet printer.

Authors should bring their posters to the Authors' Room at least 30 minutes before the announced poster presentation time. The Papers Chairs will indicate the location of each poster mounting board and supply the necessary Velcro holders for attaching posters to the display boards.

There will be brief introductions of authors before the start each poster session. Convention nametags (with author ribbon) should be worn high on the lapel or blouse for easy identification.

Each poster session will last 1 1/2 hours. Authors should be at their poster boards during the entire session to explain details to interested people. Authors are free to bring and distribute copies of their paper and other material related to their presentation.

After the poster session authors should promptly (within 30 minutes) remove their posters. Any posters left behind will be discarded after the last day of the convention.

### ***Registration reminder***

Presenting authors receive free convention registration. Please be sure to register online at <http://www.aes.org/events/118/registration.cfm>. Pick up your badge when you arrive at the convention center.

### ***Questions? Further assistance***

Any authors needing further assistance with the poster presentation guidelines and procedures may contact Bill McQuaide at [wtm@aes.org](mailto:wtm@aes.org), or the 118<sup>th</sup> Convention Papers Cochairs at [118th\\_papers@aes.org](mailto:118th_papers@aes.org).

### ***Additional resources***

Many web sites include information for designing informative and eye-catching posters. Some of these sites also include templates that can be easily modified:

- <http://miu.med.unsw.edu.au/downloads.htm>
- <http://www.siam.org/siamnews/general/poster.htm>
- <http://lorien.ncl.ac.uk/ming/Dept/Tips/present/posters.htm>
- [http://www.wellesley.edu/DeanCollege/Ruhlman/present\\_poster.html](http://www.wellesley.edu/DeanCollege/Ruhlman/present_poster.html)
- <http://www.ncsu.edu/project/posters/>
- <http://www.osti.gov/em52/workshop/tips-exhibits.html>
- <http://www.astro.gla.ac.uk/users/norman/docs/posters/>
- <http://fuse.pha.jhu.edu/~wolvern/posters.html>
- [http://pierrepoulain.free.fr/latex\\_poster/latex\\_poster.php](http://pierrepoulain.free.fr/latex_poster/latex_poster.php)