

Guidelines for Poster Presentations at the AES 120th Convention

The Audio Engineering Society considers poster papers and lecture papers equal in all respects. The electronic manuscript requirements for both presentation formats are identical.

The format for poster presentations at the 120th is unique, as authors were given the option of presenting a single paper in a combined lecture/poster setting or as a poster-only presentation. Of course, you only needed to submit one manuscript for a combined presentation.

Specific requirements for AES 120th 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. Results, supporting data, graphs, tables, etc. (self-contained figure captions are essential!)
7. Conclusions
8. References, bibliography

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

The 4-digit AES paper number should be included in the upper right corner of the poster.

Poster dimensions and format

Cork mounting boards at the AES 120th convention will be about **80cm** high by **180cm** wide. Pushpins will be available in the Authors' Room to secure your poster to the board.

Authors will have access to a table (if desired) to hold laptop computer demos and other supporting items. Authors are reminded that the poster presentation area is often crowded with eager visitors, so unnecessary clutter must be avoided. 230V/50Hz power supplies 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).

Rather than tacking up multiple individual sheets of paper, most authors find it more convenient to create their poster presentations on a single large sheet. 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.

Presentation procedures

All poster sessions will be in the poster presentation area outside the lecture rooms. The Authors' Room will be nearby, equipped with a Windows PC and a printer.

Authors should bring their posters to the Authors' Room at least 30 minutes before the announced poster presentation time. Pick up pushpins to secure your poster to any empty mounting board. All posters must be mounted and ready prior to the beginning of the scheduled poster session.

Authors are not formally introduced at poster sessions: convention nametags (author badges are blue with AUTHOR printed) should be worn high on the lapel or blouse for easy identification.

Each poster session will last 1 and 1/2 hours. Authors should plan to be at the poster boards during the entire session to explain details to interested people.

After the poster session authors should promptly remove the posters and any other material. Any posters left behind will be discarded.

Questions?

Any authors needing further assistance with the poster presentation guidelines and procedures may contact Bill McQuaide at wtm@aes.org or the 120th Convention Papers Co-chairs Mike Williams and Geoff Martin at 120th_papers@aes.org.