

# Guidelines for Poster Presentations at the AES 125th Convention

The Audio Engineering Society considers poster and lecture presentations 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 125th 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.

In early September AES will assign a 4-digit paper number that should be included in the upper right corner of the poster.

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

Cork mounting boards at the AES 125th convention will be at least **38 inches (width) by 87 inches (height)**.

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. Standard U.S. electrical power (115V/60Hz) will also be available, if needed.

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 the same size as 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.

### ***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 printer.

Authors should bring their posters to the Authors' Room at least 30 minutes before the announced poster presentation time. The Papers Chair will indicate the location of each poster mounting board and supply push pins for authors to attach posters to the cork mounting boards. 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 (with author ribbon) should be worn high on the lapel or blouse for easy identification.

Each poster session will last 90 minutes. 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 or the 125th Convention Papers Cochairs, Veronique Larcher and Rob Maher.