

# **Guidelines for Poster Presentations at the 117<sup>th</sup> AES 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: submission of an acceptable convention-paper 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 117th 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-paper 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 4-digit 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.

Check <http://www.aes.org/events/117/papers> for the listings of all paper sessions, which include the 4-digit AES convention paper number that should be included in the upper right corner of your poster.

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

Magnetic poster mounting boards at the AES 117th Convention will be at least **122 cm (48 inches) tall x 91.5 cm (36 inches) wide**, which will accommodate DIN/ISO format **A0** in portrait mode. 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.

### ***Procedures for poster presentations***

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

Authors must 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 the necessary hardware for the author to attach the poster to the mounting boards. All posters must be mounted and ready prior to the beginning of the scheduled poster session.

Authors will be formally introduced during the first 10 minutes of the poster sessions. It is also very helpful for the presenting author to wear his or her convention name tag (with author ribbon) high on the lapel or blouse for easy identification during the poster session. Each poster session will last 2 hours. Authors should plan to be at their 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.

Any authors needing further assistance with the poster presentation guidelines and procedures may contact Bill McQuaide or the 117<sup>th</sup> Convention papers cochairs.