

Guidelines for Poster Presentations at the AES 140th 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.

In the paper submission process, authors have already made the choice of presenting their paper just as a poster, or as a lecture. Some authors have also opted to present both a lecture and a poster. This double presentation offer was suggested to authors after acceptance, but is now closed. A poster presentation does permit greater interaction between the author and a small number of the interested audience, and presenting both a lecture followed by a poster enables more detailed questions relative to the presentation to be answered in full. Authors are encouraged to take advantage of the full poster format to present their results via tables, figures, and detailed graphics.

Specific requirements for AES 140th 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. This paper number will be published prior to the Convention.

Poster dimensions and format

The cork poster boards or mounting boards (one for each author) will be **120 cm by 120cm** at the AES 140th convention.

Authors will have access to a small high table 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. 220-Volt, 50-Hz AC mains power will be available.

It is recommended that 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 presentable to create

their poster presentations on a single large A0 sheet (1189mm X 841mm), in either portrait or landscape format, which is 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 main Foyer just outside the lecture rooms. No specific author's room will be provided.

Authors should bring their posters to the posters area at least 15 minutes before the announced poster presentation time. The Poster's Chair person will indicate the location of each poster mounting board. Pins will already be in place in order to attach posters to the cork mounting boards, and extra pins can be obtained either from the AES Bookstore or the Poster chair, if necessary. 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 2 hours. Authors should plan to be at the poster boards during the entire session to explain details to interested people.

After the end of the poster session authors should promptly remove their posters and any other associated 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 http://www.aes.org/contact/send_email.cfm?ID=1 or the 140th Convention Chair at 140th_chair@aes.org.