Guidelines for a Poster Session Presentation

Poster Schedule

Poster session will be held between 17:00 and 18:30 both on Monday, 10th October and on Tuesday, 11th October, 2016. The poster session area will be open the whole day to allow presenters to set up their posters. It is recommended to set up posters during the day since coffee breaks and lunches are served in the same area. The presenters are requested to follow the following rules:

- Set up and take down your posters on your own.
- Set up your posters only on the assigned day and remove it after the presentation.
- If a presenter does not remove the poster by 20:00, the organizer will remove it.

Board and Poster Size

The poster board is self-standing. Each presenter will be allotted a 1.0 m x 1.4 m poster board space. The recommended poster size is 140 cm high x 90 cm wide. Double sided tape will be provided for you to attach your material onto the poster boards (Poster board outlook).

Some guidelines for poster preparation

Please download the poster template for poster preparation (http://sites.ieee.org/isgt-europe-2016/isgt2016eu_postertemplate_pptx/).

1. The title of your paper should appear at the top centre of your poster with lettering of at least 3 cm high. Below the title, place the authors’ names and affiliations.
2. Plan on having an Introduction/Outline and a Summary/Conclusion clearly shown on your board. Catch the attention of the attendee with bullet lists, charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your paper.
3. The use of color graphics, and headline style phrases in bullet charts will help the audience to quickly see the theme and your intended message.
4. It is a good idea to sequentially number your posted material, or use arrows to indicate the flow of material. This will indicate to the viewer a logical progression through your presentation.
5. It is very helpful to have printed copies of your paper available for visitors to take with them.
6. Presenters often provide their business cards and solicit the cards of their visitors so they may correspond in the future.

For further information, contact the Technical Chair at the email address provided below.

We are looking forward to your contribution for a successful Poster Session!

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