

UCPSS 2016 - Instructions for poster presentations

Poster display

- Posters will be presented using the poster boards provided by the conference. The poster boards have a **portrait oriented** usable space: width of 90 cm x height of 120 cm.
- Posters are to be put on display on level +1.
- Posters have to be mounted on **Sunday 11 September between 12:00-18:00**.
- Poster numbers matching the allocated poster numbers in the programme will be clearly marked on the boards.
- Posters will be discussed during the poster viewing sessions that take place during the lunch breaks on Monday 12, Tuesday 13 and Wednesday 14 September. An additional poster viewing session is scheduled in the evening of Monday 12 September, during the reception.
- Authors are requested to be present at their poster during the lunch breaks on Monday 12 and Tuesday 13 September, as well as during the first hour of the Monday evening reception.
- Posters need to be removed on **Wednesday 14 September between 16:00-17.30**. Posters that are not removed within the indicated timings will be taken down by the conference staff, who will not take any responsibility of the material on display.
- To fix the posters on the boards, special adhesive tape needs to be used. This tape is available at the registration desk. **It is strictly forbidden to use thumbnails or regular tape.**

Oral poster announcement

- You are allocated **3 minutes** to advertise your poster orally in a special poster announcement presentation session on **Monday 12 September from 11.10 to 12.00 or from 17.30 to 18.00**. Please note that the timing on these short announcements will be kept very strict. Q&A needs to be handled at the poster.
- A maximum of 3 slides can be used in this presentation:
- The first slide should consist of the title of the poster, the authors, affiliation and poster number.
- The second slide should give a brief problem description.
- The third slide should contain the main conclusions from the work.
- Your presentation should be prepared in PowerPoint by using the provided template. Please make sure to include your poster number on each slide.
- Save your presentation on a USB stick, CD or DVD and bring this with you to Brussels.
- Please use this name format for the PowerPoint file:
posternumber_name.ppt(x) (with no use of decimal point): e.g.
P1_5_Petrossian.pptx
- You are requested to hand in your 3-slide presentation at the **speaker desk** at the latest by 09:00 on the morning of your presentation. Your USB stick, CD or DVD cannot be given directly to the technical staff in the session room.

- The staff will make sure that your presentation is uploaded on the conference PC in the session room. Presentations from a personal laptop will not be allowed, but bring your presentation along (on the relevant device) to the session room in case a problem would occur.
- Queuing: The five subsequent speakers should be present at the front row in the room. In the meantime we recommend you to be seated in the front rows (in the order of the poster announcements).
- The session chairpersons will be present at the front of the session room during the last 15 minutes of the break prior to your session. In those 15 minutes, please introduce yourself to the chairpersons and familiarise yourself with the AV tools.
- The session room has a technician to assist you with your presentation if needed. No more changes can be made inside the room where the session takes place.