



## Information for POSTER Presentations: Investigators' Workshop

<b>Sunday, December 5, 2010</b>	<b>Marriott Rivercenter: Location to be determined</b>
Poster Numbers:	1.002, 1.010, 1.014, 1.018, 1.029, 1.031, 1.039, 1.045, 1.060, 1.317A, 1.360, 3.006, 3.018, 3.021, 3.164A, 3.164B, 3.316, 3.341, 3.362, 3.365
Set-up Time:	8:00 a.m. – 10:30 a.m.
Posters on Display and Authors Present:	Noon – 1:30 p.m. (during IW lunch)
Remove Posters:	1:30 p.m. – 2:30 p.m.
Poster Board Size:	4 ft. high x 8 ft. wide

<b>Sunday, December 5, 2010</b>	<b>Marriott Rivercenter: Location to be determined</b>
Poster Numbers:	1.001, 1.006, 1.017, 1.038, 1.042, 1.055, 1.057, 1.136, 1.137, 1.145, 1.346, 3.015, 3.036, 3.045, 3.053, 3.062, 3.212, 3.339, 3.340, 3.357
Set-up Time:	3:30 p.m. – 4:30 p.m.
Posters on Display and Authors Present:	6:00 p.m. – 7:30 p.m.
Remove Posters:	7:30 p.m. – 8:30 p.m.
Poster Board Size:	4 ft. high X 8 ft. wide

**Set Up:** The exact location at the San Antonio Marriott Rivercenter for these two poster sessions will be advised prior to the meeting. Please review your set-up time as noted in the chart above. Viewing of posters begins at Noon Sunday during the IW lunch and 6:00 p.m. on Sunday evening.

This poster will also be displayed in the larger poster sessions. Therefore, you will also receive a notice that it has been accepted in either Poster Session 1 on Saturday, 12/04 or Poster Session 3 on Monday, 12/06. This means that you are responsible for the set up and take down of your poster in two different sessions.

**Size:** Poster boards are **4 ft. high and 8 ft. across** and are pushpin and Velcro compatible. They will be numbered in the upper right hand corner. Do not remove the numbers.

**Registration:** Advance registration is required. No one will be admitted in the poster area without a badge. The meeting brochure and online registration form are available on the AES website. Presenters must pick up their badges and materials at the Registration Desk of the Convention Center Ballroom A, (Street Level). Registration begins on Friday, December 3, 2010 at 9:00 a.m.

**Audio/Visual:** A/V equipment is not available for poster sessions.

**Support:** All grants and commercial support must be identified and this information must be noted on the bottom of your poster.

**Poster Number:** Please refer to your acceptance notice for your poster number.

**Note:** *All posters must be removed by the time indicated and may not be left in the display area. Left over materials will be discarded.*

Your official AES badge must be worn at all times.

## **Helpful Hints for IW Poster Presenters**

1. Caption your presentation with its title and author(s). All printing should be large enough and bold enough to be read from 3 feet away. Titles should be readable from 6 feet.
2. Arrange material in sensible fashion. Number each item or use arrows to indicate continuity. Bar graphs and line graphs are preferable to long columns of figures.
3. Consider the use of another color for emphasis. Dry mount photos, etc. on thin cardboard so that push pins will penetrate the poster boards. Push pins will be provided and must remain on the board for the next session.
4. Try not to present so much material that your poster appears cluttered. Do a “dry run” with your colleagues and/or students. Eliminate unnecessary words.
5. You may have copies of your poster presentation on handout form during your scheduled presentation.
6. The poster boards are the property of the decorating firm and are rented from them. Presenters will be responsible for any damages should they be permanently marred.

If for any reason you need to withdraw your poster, please notify Cindy Johansson at the AES Executive Office immediately via email at [cjohansson@aesnet.org](mailto:cjohansson@aesnet.org).