Information for POSTER Presentations: Poster Sessions 1, 2 and 3

POSTER SESSION 1	*SATURDAY, DECEMBER 7*	*LOCATION: HALL D, LEVEL 2*
Poster #'s: 1.001 – 1.310	11:00 a.m. – Noon	Set-up time
	Noon – 6:00 p.m.	Posters on display
	6:00 p.m. – 7:00 p.m.	Remove posters
	Noon – 2:00 p.m.	Authors Present

POSTER SESSION 2	*SUNDAY, DECEMBER 8*	*LOCATION: HALL D, LEVEL 2*
Poster #'s: 2.001 – 2.312	7:00 a.m. – 8:00 a.m.	Set-up time
	8:00 a.m. – 5:00 p.m.	Posters on display
	5:00 p.m. – 6:00 p.m.	Remove posters
	Noon – 2:00 p.m.	Authors Present

POSTER SESSION 3	*MONDAY, DECEMBER 9*	*LOCATION: HALL D, LEVEL 2*
Poster #'s: 3.001 – 3.287	7:00 a.m. – 8:00 a.m.	Set-up time
	8:00 a.m. – 3:30 p.m.	Posters on display
	3:30 p.m. – 4:00 p.m.	Remove posters
	Noon – 2:00 p.m.	Authors Present

Set Up: Posters will be set up in Hall D, Level 2 of the Convention Center on Saturday, Sunday and Monday. Please review your set up time as noted in the chart above. Viewing of posters begins at Noon on Saturday, 8:00 a.m. on Sunday and 8:00 a.m. on Monday. ***Authors must be present during designated "authors present" time.***

Size: The poster boards are **4 ft. high** and **8 ft. across (usable space for poster is 44" high X 91" across)** and are pushpin and Velcro-compatible boards. 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. **Individuals who register prior to Wednesday, November 6 will receive their official annual meeting badge via postal mail.** For registrations after this date, badges are picked up at the Convention Center on the Level 2 on the L Street Bridge. Registration opens on Thursday, December 5 at 5:00 p.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.***

Children under the age of 12 years old are not allowed in the Poster Session / Exhibit Hall area at any time. To ensure safety and security, no strollers, carriages, wheeled luggage or wheeled briefcases will be allowed in the Poster Session / Exhibit Hall area at any time.

Your official AES Badge must be worn and visible at all times.

Helpful Hints for 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. Practice briefly with your colleagues and/or students to eliminate unnecessary words.

5. In addition to your poster, you may have copies of your presentation as a handout during your scheduled authors present time.

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 Office immediately via email at cjohansson@aesnet.org. Please note that blank poster boards are unwelcome in the exhibit area. ***Thus, failure to comply may make your abstract ineligible for a poster in the future.***