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Technology for the Benefit of Humanity

◆IEEE

Poster Presentation Guidelines

The following guidelines are provided for interactive poster sessions. Guidelines for technical papers, lightning talks, and special sessions can be found separately.

Poster sessions are a valuable method for authors to present summary findings and engage with attendees for in-depth technical discussions. *It is important that you display your results clearly to attract people who have an interest in your work.*

Poster presenters are responsible for the creation of their poster. Only listed authors may be presenters. The poster must be based on the approved/accepted submission, and may include updates and related additional content.

The poster **format** must follow the following **guidelines**:

- Poster size is selected by you. The size should be appropriate to convey your work. Common sizes include A0, A1, 2 x 3 feet, and 3 x 4 feet. Poster board will be provided to hold your poster. The poster board can be placed either on a table or an easel.
- Your poster should cover the key points of your work. The ideal poster is designed to
  - ➢ attract attention
  - ➢ provide a brief overview of your work
  - ➢ initiate discussion and questions
- The title of your poster should appear at the top in CAPITAL letters.
- The author(s) name(s) and affiliation(s) are put below the title.
- The smallest text on your poster should be at least 9mm (3/8") high, and the important points should be in a larger font. Make your poster as self-explanatory as possible. This will save you time to use for discussions and questions.

All **presenters** should adhere to the following **guidelines**:

- The poster content must be in English. The presenter should be able to understand and respond to audience questions in English.
- Carefully prepare your poster well in advance of the conference. No materials will be available for last-minute preparations at the conference. If you think you may need certain materials to repair the poster after traveling, bring them with you.
- Use color to highlight and make your poster more attractive. Use diagrams, figures, tables, pictures, etc., rather than only text wherever possible.
- Presenters are reminded to dress professionally.
- Contact the the poster chair (**suryadip.chakraborty@gmail.com**) immediately if you are unable to attend the conference.

Thank you for helping to make a successful conference!

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