GUIDELINES FOR POSTER PRESENTATIONS
April 27, 2018

Guidelines in brief

Below is a summary of important points from the following sections. Please read on further for more details.

- Print and bring your own poster of A0 size to the conference.

- Paper title and number (submission ID) must be clearly visible on the poster.

- Send a PowerPoint file of **only one slide** for your 1 minute (60 seconds) poster teaser presentation by **June 18** to the poster teaser session chair, Gareth Thomson, who will be in contact with you ahead of time.

- Hang your poster on its designated board in the building 21 cafeteria on the morning of the day to which your poster has been assigned, and take it down before leaving at the end of the same day.

Preparing your poster

A poster is an excellent medium for visually representing your paper in a forum of open discussion and interaction between you and the other participants. Each presenter must print and bring their own poster to the venue. No printing service will be available at CDIO 2018.

The recommended poster size is A0 (841 mm x 1180 mm) in portrait orientation. The organizers will prepare a poster board for each presenter that is 900 mm x 1800 mm in size. Please do not build your poster from multiple small sheets of paper, or simply use the space to display a number of A4-sized slides from a presentation slideshow. The use of multiple sheets is strongly discouraged.

The title of your paper and the paper number (submission ID) should be clearly visible on the poster. The author name(s) as well as affiliated institution(s) should also be included in the title section of your poster and written exactly the same way as in your paper.

You are free to use your own discretion when designing the content and layout of the poster. As a visual medium that is intended to stand on its own, a poster successfully fulfills this purpose when it includes charts, drawings, diagrams, photographs, and other figures designed for easy visual comprehension.

Additional materials, such as handouts that summarize the poster and provide your contact information, or a tablet with demonstrations/videos that you show to your audience, are allowed. A table or desk may be provided for displaying additional materials, but a power outlet will not be available. If you would like to have a table or desk at your poster board, please send your request to the conference organizers by email (cdio@kanazawa-it.ac.jp) before the start of the conference.

Poster teaser session

Each poster will be assigned to one of two poster sessions along with a poster teaser session that precedes it. One of the authors representing your poster must present your teaser on the day to which your poster is assigned. During the teaser session you will have exactly 1 minute (60 seconds) to introduce your work and attract audience

members for the longer poster session that follows. Please think of this presentation as an opportunity to garner interest for your poster among the attendees similar to the way a TV commercial creates interest in its product.

On your turn during the session, a standard slide containing the title and author(s) of your paper will be briefly displayed. The slideshow will then show a single slide prepared by you and your 60 seconds will begin. In order to allow this session to run smoothly, please prepare **only one (1) slide** in Microsoft PowerPoint (.pptx) format using the template available on the conference website. This is a strict limit and the organizers reserve the right to remove any additional slides if your file contains more than one. The presentation system to be used is suitable for slides of 16:9 aspect ratio, so please prepare you PowerPoint slide accordingly. Additionally, a connection to the audio system will provide playback for any sounds that are timed to play automatically.

Send your slide by **June 18, 2018** to the chair of the poster teaser session in a message with the subject "Poster teaser slide". The session chair is Gareth Thomson and he will be in touch with all the presenting authors about the teaser slides well ahead of the deadline. The presentation file name should be the paper number (submission ID) followed by an underscore followed by the last name of your first author (for example, `001_Suzuki.pptx`). Authors who do not submit this file on time will only have the standard title and author(s) slide during their presentation.

Technical Details

The poster session will take place in the 1st floor cafeteria of building 21 during the mornings of Friday 29 June and Saturday 30 June. During the poster session in which your poster is on display, at least one of the authors must be present to introduce its content, answer questions from other participants, and otherwise discuss the poster topic.

The conference organizers will set up the poster boards with pins in the cafeteria on the morning of each session. They will also mark the poster boards with the numbers of each paper. Please be prepared to find your respective board and hang your poster before the poster teaser session begins in the morning of the day to which you are assigned.

You are welcome to leave your poster hanging on the board at the conclusion of the poster session if you wish. At the closing of each day, any posters that remain will be removed to prepare the poster boards for the second round (after Friday's session) or put them away for the remainder of the conference (after Saturday's session). If you wish to keep your poster, you must take it down yourself by the time you leave the venue on the day in which you presented.