

# Instructions for preparation of posters at DLES 9

27.2.2013

Due to a large number of submitted abstracts some contributions to DLES-9 are scheduled as posters. In contrast to many other events we take particular care that posters during DLES are presented well, with substantial visibility and potential for interaction. This will be warranted by the following measures:

- Posters will hang during the entire duration of the workshop
- Poster location is the central coffee room
- Each poster presenter will get a slot of 3 min within a session thematically as close as possible to present the highlights of the contribution. This will take place the first day.
- Poster authors are requested to include a photo of at least each attending co-author in the poster, so that they can be identified by the other participants and be approached

The organizers are confident that in this manner poster presenters will get a substantial benefit from their contribution due to the enhanced visibility and occasions for interaction with other participants.

The poster presenters should please accomplish the following to-do list:

## 1. Before the workshop

- Create a poster of format **DIN A0 vertically** oriented (i.e. width 84,1 cm, height 118,9 cm)
- Include a **photo** of the presenter and all co-authors attending the meeting in the **upper right corner** of width about 6cm.
- Print your poster and carry it along. You will be given material to fix the poster to the board
- Prepare at most 2-3 slides for a slot of 3 min to present a highlight of your contribution.
- 3 min is not much and a short talk is much more difficult than a long talk, so please **rehearse your talk before the event** and make sure that you meet the allotted time.
- Put the slides in form of a ppt-file or a pdf-file on a stick.
- All oral poster slots are scheduled the first day of the workshop. Arrange your travel plans accordingly.

## 2. During the workshop

- Please hang up your poster during the **registration slot the day before** the workshop (**Tuesday, 2.4.2013, 17:30 - 19:30**) if possible. If this is not possible, please hang up your poster during the registration on **Wednesday, 3.4.2013, 8:00 - 8:30**. You will be indicated a board. If you cannot meet these dates please get into contact with us (dles9@mailbox.....).
- Please provide your **slides** electronically on a stick to one of the persons administrating the computers **as early as possible**, preferably **during the registration on Tuesday or Wednesday**. Observe that there will be many other talks which need to be handled, so take care to **avoid overload of the computer guy**.
- The oral slots for the posters are included in sessions where they fit well. They are scheduled at the end of these sessions. Please attend the entire session.
- When you present your slides **please stick to the allotted time**. This is often a critical issue. The chairperson will harshly stop the presentation if needed. Furthermore, overriding the time slot is not nice to the audience and gives a bad impression of the speaker.
- Please **do not remove your poster** before the end of the workshop. Just leave it, if you want.

We do hope that the above measures and recommendations ensure convincing and effective poster presentations and look forward to seeing you in Dresden.