Instructions for Poster Session Authors

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Technical Program Chair
Slides for Poster Sessions

• Poster Preparation
  – The poster board is 8’ long and 4’ high. You may prepare your poster in one large sheet, or several smaller sheets.

• Oral presentation slides will be posted on the conference website after the conference. If you prepare slides of your poster presentation, we will include them on the CICC website.

• If you want your poster slides on the website
  – Bring a PDF of your slides to CICC and turn it in at the registration desk.
What to Bring and Where to Take It

• Set-up complete by 2:00 pm, on the day of your session
  – The Poster Sessions are in the Siskiyou Ballroom on the first floor of the DoubleTree Hotel
  – The Poster Hall opens for set-up at 12:00 noon Monday & Tuesday
  – Just locate the poster board with your poster number in Poster Hall
    – CICC will provide push-pins to attach slides to board
    – Attach all materials attached to poster board by 2:00 pm

• Poster Sessions are 5:00-7:00 pm, September 28 and 29
  – Be present and ready for discussions by 4:45 pm
Title Bar and Slide Arrangement

• Blank poster board provided by CICC is 8 feet long, 4 feet high

Pre-printing all slides and title onto a single roll-out sheet creates a very professional appearance, and speeds the set-up process

You can also print individual slides on paper. Don’t forget to create a Title Bar for across the top of the poster board