ISH 2017 - Guide for Presenters

Oral Sessions

Oral presentations can not exceed **15 minutes,** including 3 minutes for Q&A, unless the Session Chair decides otherwise, e.g. concentrate all Q&A after the presentations. The Chair will check the time of your presentation. Please be advised that presentations exceeding the limit will be cut off by the chair in the interest of time.

Presenters do not have to bring their own computer. There will be a Windows based laptop computer that will be available in the session room. Your presentations (preferring presentation prepared in Microsoft PowerPoint) will be accepted in USB Flash drive form. Computers will be provided to upload presentations and test them in the meeting room before particular section starts. There will also be a technician to help with any technical issues. Participants scheduled for the morning should have their presentations ready the day before, while those scheduled for the afternoon should have theirs ready by lunch.

One copy of your presentation should be labeled with the following information on USB Flash Drive:

- *SessionCode_paper#_1stAuthorName.pptx*

Poster Sessions

Authors whose articles were included in the poster section should display their papers in the poster format **A1 – 594 mm (wide) x 841 mm (tall)** or **A0 – 841 mm (wide) x 1189 mm (tall)**. The poster board is 960 mm x 2500 mm.
Poster Sessions provide a unique opportunity for these papers to be viewed by many of the conference & exhibit attendees. The author of the poster has to take care for proper printing of the poster, for posting it at the poster session and to make sure that at least one of the authors will be present at the poster during the poster session.

In general the poster papers are displayed simultaneously with authors standing next to their posters. The author should be prepared to give a short description of their work, if asked, and answer questions from those attending. The audience does not stay in one place, but is expected to walk from one poster to another, and talk to the authors about their work. Discussion is therefore one-on-one with the author rather than to a general audience.

In the poster session, the posters are mounted on a poster board which is then mounted on the wall. The illustrations may consist of equations, graphs, photographs, and short text bullets. Authors should prepare Illustrations for ease of viewing by persons who will typically stand or sit about two meters from the display. The illustrations will be arranged and secured to poster board by the author prior to start of the session.

In general simply posting the pages of your written paper is not an effective poster paper presentation. It is helpful to also bring copies of the final version of your paper available for those viewers who may want to study aspects of your work in more detail. Additionally have your business cards available for those who may wish to contact you a later date and bring along a tablet of blank paper that you may use for a discussion of technical details relating to your poster paper. ISH 2017 poster session assistants will be available during most poster sessions. Tools for fixing of posters will be available within the sections. Please, for the location of the poster session refer to the program book and conference information.