



Author Poster Session Guidelines

The Poster Session is an excellent opportunity to promote an informal exchange of ideas, experiences and viewpoints with other colleagues and peers. As attendees have more time in a relaxed environment, Poster Sessions enable presenters to have a deeper interaction with interested visitors and to present materials in greater detail. While Poster Session presentations are similar to traditional oral presentations, they require special preparation. Below are some recommendations that will help you prepare an effective presentation that will be beneficial both for you and your audience.

In order for a presentation to be effective three basic criteria must be met. In addition to the technical and scientific content, the presentation should be **APPEALING**, well **ORGANIZED** and basically **SELF-EXPLANATORY**.

The look and feel of the poster board and the illustrations are very important. A misleading and disorganized poster board can distort the scientific content. In this occasion, Poster Sessions will be open 8 hours a day. This means that many people will have the chance of reviewing the material, no matter whether the author of the poster board is present or not, without the benefit of an oral explanation. Therefore, it is crucial that your presentation be well-organized and self-explanatory.

Placing texts from the upper left to the bottom right and providing sequential captions of the elements will be very useful for the visitor.

Many visitors may have not read your Extended Abstract or may not have a copy of your abstract at hand. It is advisable that you have spare copies or other handouts with your data and findings. It may be also useful to have additional materials, including recent publications or related papers.

When you create your Poster pay attention to the colors, mounting, font size and style and the dimension of each separate element. A careful use of colors in graphs and a careful display of graphic materials will make the presentation more appealing, help with the layout and make it easier to follow.

Special attention should be given to the font style of titles, subtitles and headers; they should be legibly in a size sufficient to be read at a distance of 1.5 or 2 m.

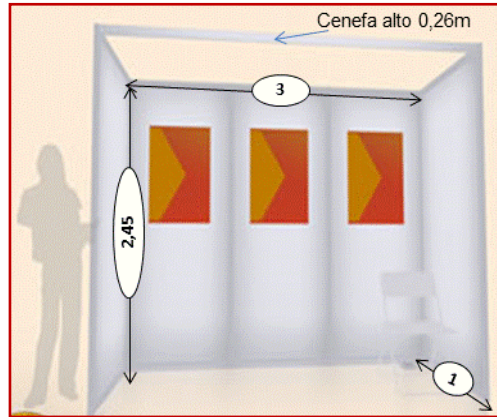
The upper portion of the Poster should include the Logotype of the IX Congress (on the upper left corner), the title of the presentation, the name of the authors, their logotypes and affiliations.

A complete guide of recommendations for the creation of Posters is available on the Links section in the last page.

SIZE OF BOARDS - DIMENSIONS AND CHARACTERISTICS OF POSTERS

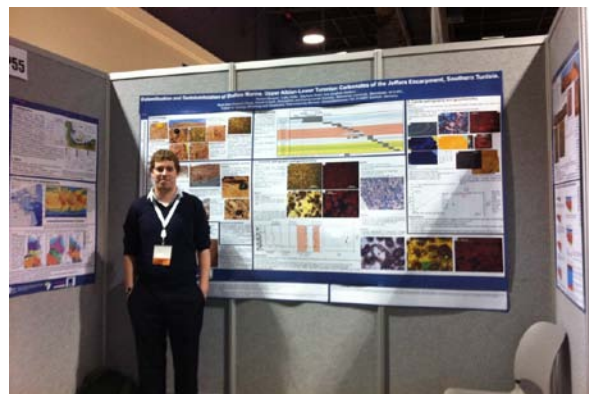
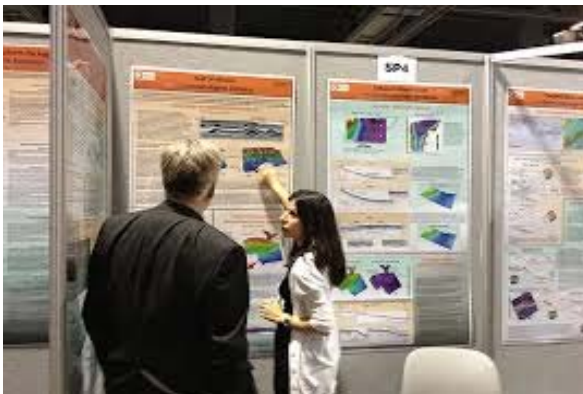
Posters will be mounted on u-shaped modules (3m long, 1m wide and 2.45m high) where graphs can be attached. Each module comprises 5 separate boards that are vertically docked. Each board will have a clearance of 0.95m x 2.40m.

Banner: 0.26 high



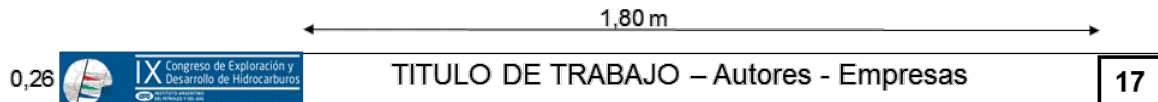
Each module will be adequately lit and equipped with one chair. If additional materials are needed, you should require them in advance and will be provided on a subject-to-availability basis.

Authors are responsible for the design of the graphs and must follow the dimensions indicated above. Different versions of Posters are available below or in the LINKS section.



Furthermore, a banner at the top of the board (26cm high x 3m) is provided to include the logotype of the Congress and the module ID number (that will be included in the Congress program to identify and identify the presentations.)

There is a free space (0.26m x 1.80m) section where each author can include the title of the presentation – their names and affiliation logotypes (see example below).



Sample banner at the top of the poster – TITLE OF PRESENTATION – Authors - Enterprises

MATERIAL AVAILABLE FOR MOUNTING AND STABILIZING POSTERS

- Authors are strongly encouraged to bring the material to be displayed in order to avoid last-minute hassles (losses or delays), especially those arising from shipment by third parties.
- Each author must bring the necessary supplies and pins for mounting and properly attaching the graphs. Use reusable and removable adhesives (double-sided adhesive tape is highly recommended). Each author may bring an assistant to help him/her with the mounting of the poster; however, the Congress staff will be available to assist authors during the mounting. They will provide adhesive material, if required.
- At the end of the poster session, authors must remove the graphic material and any other fixing elements used during the mounting, leaving the poster boards in good condition for reuse. The organizers of the IX Congress will not be responsible for the technical material left at the end of each session.

WORKING BREAKFAST

A working breakfast will be served before every session in the same exhibit hall where the posters are presented to review the guidelines sent and accepted by the authors regarding the display of posters, time schedules, availability of supporting materials, etc. Any questions or queries will be answered.

Also, the Congress staff that will assist the authors in the preparation and mounting of the graphic materials will be introduced.

We strongly encourage authors to attend the breakfast events. Attendance will be taken into account for the overall assessment of each author.

POSTER DISPLAY – PRESENCE OF AUTHORS

Posters will be displayed from 9:00 am to 16:30 pm so that attendees have a chance to examine each presentation in detail.

Authors must be present at least 1 hour in the morning and 1 hour in the afternoon in order to interact with the visitors and exchange opinions. Notwithstanding the paragraph above, authors are free to stay longer if they wish to discuss their work.

In subsequent communications we will inform authors about the location, dates and time schedules assigned to each them

SCHEDULE

Working breakfast: 7:45 am- 8:15 am

Poster mounting: 8:15 am – 8:45 am

Open session: 9:00 am Close Session: 16:30 pm (dedicated presentation)

November 5 and 7: Presentation of Posters in Exhibit Halls 4 and 5

Thursday, 6 November: Presentation of Students Posters in Exhibit Hall 4

SECURITY OF MATERIALS – VIDEO TAPE OR PHOTOGRAPH PROHIBITED

All the materials displayed will be at all times protected. No reproduction (video recording or photograph) of Posters is permitted without the express permission of the authors.

No alcohol drinks or food is permitted to be brought into the exhibit hall.

PUNCTUALITY, PENALTY FOR ABSENCE.

The authorities of the IX Congress have established that the authors whose abstracts are accepted for poster presentation who fail to present their Posters as and when agreed, and give no prior cancellation notice at least 3 weeks before the date of the opening of the Congress, will be ineligible to make oral or poster presentations at the next Congress.

Out of consideration for visitors and attendees, we strongly recommend authors to try to have a substitute or backup presenter for extreme, unforeseen last-minute circumstances to make the presentation and avoid cancellation. If the presenter is changed, please contact the organization (Alejandra Castro acastro@iapq.org.ar, Oscar Mancilla omancilla@enapsipetrol.com.ar).

Also, we remind authors to be on time at the exhibit hall and follow the schedules set by the organizers (for mounting and removing Posters and for their poster presentations), and of the convenience of participating in the breakfast events. This will be *crucially important for the appropriate organization of the exhibit*.

The Poster Sessions will be included in the IX Congress general program, with information on the location and schedule of the presentations of the authors. Furthermore, the relevant information will be available at the entrance of each exhibit hall.

BEST POSTER PRESENTATION AWARD

The Posters and its presentations will be reviewed by a specially appointed Jury, that will select the best three to be awarded at the Closing Ceremony, with a Best Poster Award and two Special Distinctions.

The jury will assess each poster and presentation based on the following table:

SCORE	CONTENT: Criteria
25	Originality: Were new concepts, methodologies or interpretations presented?
25	Usefulness: Are data, interpretations, methodologies and concepts useful to be immediately applied? How impactful will they be on the industry?
SCORE	PRESENTATION: Criteria
15	Organization: Is the presentation well organized and logically displayed?
15	Appeal: Is the presentation appealing? Does it use colors, drawings, maps, photographs, graphs and other visual aids in an effective manner?
15	Oral presentation: Was the work clearly explained? The exchange with the public was appropriate? Did the poster module have many visitors? Did the author stick to the schedule?
5	Readability: Were the titles, texts, graphics, descriptions, etc. clear and readable?
100	Maximum score

- **LINKS**

We have selected the following websites to help authors find guidelines for the preparation of their Posters. This list is for reference purposes and is not intended to be exhaustive, and provide general suggestions on how to effectively display materials in poster format:

- **Designing conference posters**

<http://colinpurrington.com/tips/academic/posterdesign>

Detailed recommendations, Poster samples, templates, *what to do and not do*.
Suggestions for oral presentations of posters, links , etc.

- **Tips for Poster Design**

<http://www2.lib.uct.ac.za/infolit/poster.htm>

Very useful link, with layout, text and chart examples and recommendations, font size and recommended color combinations.

- **Speaking Guidelines for Engineering and Science**

<http://www.writing.engr.psu.edu/posters.html>

Includes examples of posters, links and templates.

- **Scientific Poster Design (Cornell University)**

<http://www.cns.cornell.edu/documents/ScientificPosters.pdf>

Contains poster design recommendations and examples

- **El Poster Científico (E. Guardiola)**

http://www.uhu.es/vic.investigacion/ucc/documents/actividades/EGuardiola_poster_cientifico.pdf

Contains recommendations, guidelines and examples. In Spanish

- **Creating Effective Poster Presentations**

<http://www.ncsu.edu/project/posters>

Contains recommendations for effective poster presentations, examples, software.

- **TEMPLATES Y SOFTWARES PARA DISEÑO DE POSTERS**

http://www.posterpresentations.com/html/free_poster_templates.html

Contains templates and examples of different poster sizes (free download)

<http://www.postergenius.com/cms/?q=products/postergenius/free-trial>

Free trial download