



## GUIDELINES FOR POSTER SESSION PRESENTATION

Poster boards will be located in the Hall S2, First Floor, and will be available for you to set-up during the below times. Please refer to the [Program](#) for your assigned poster number. We recommend that you search this document for the first few words of your paper title. A floor plan with assigned poster number locations will be sent prior to the Conference.

Each poster is assigned a unique number which clearly indicates when and where the poster is presented. Example poster number: **M01-a**

The first character (i.e. **M**) indicates the day of the Conference:

**M** = Monday    **T** = Tuesday    **W** = Wednesday

The second/third characters (i.e. **01**) is the poster board position on the floor plan.

The last character (i.e. **a**) is the poster category.

### A. SET-UP

Sunday, January 19	17:00 - 19:00
Monday, January 20	08:00 - 10:30

**ALL** posters are to be set-up by 10:30 on Monday and remain up during the entire Conference. This will give additional time to view posters during breaks and before the Conference sessions.

### B. HOURS

Please plan to spend the entire session at your poster for questions and discussion.

Session I	Monday, 20 January	15:10 - 17:00
Session II	Tuesday, 21 January	13:00 - 15:00
Session III	Wednesday, 22 January	15:10 - 17:10

### C. TEAR-DOWN

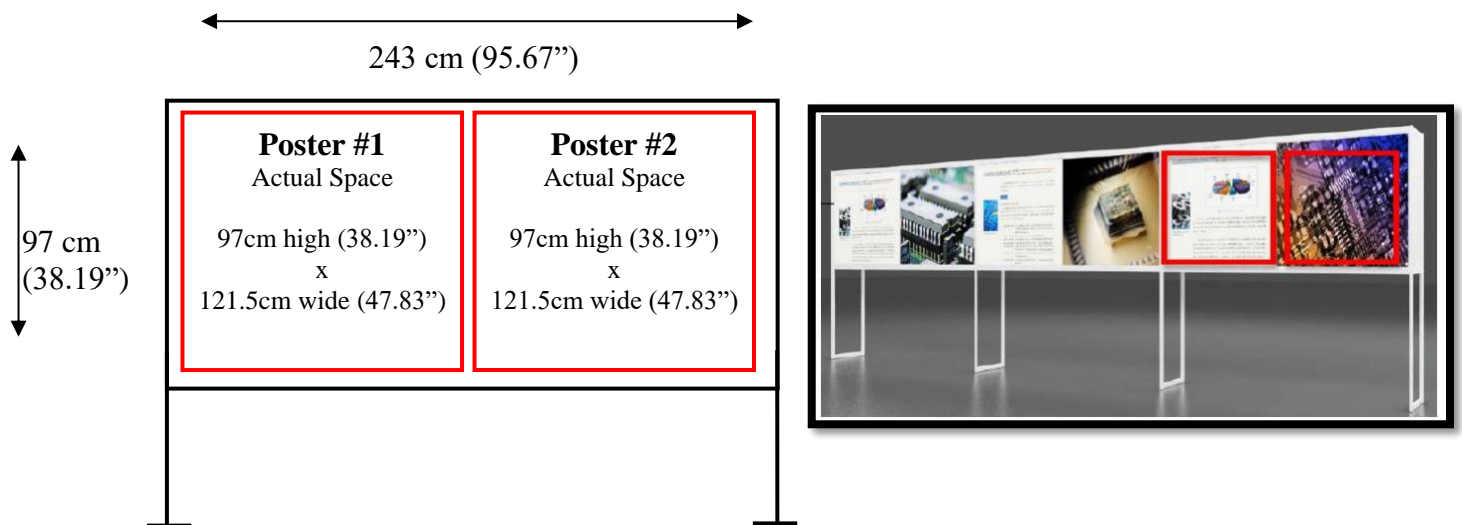
You are responsible for your poster. Any posters left after these times will be discarded. Your poster is your responsibility. Please remove your poster promptly.

Thursday, 23 January	10:00 - 12:30
----------------------	---------------



## POSTER PREPARATION

- Please use poster paper **ONLY** to prepare your poster.
- It is recommended that you **do not** laminate your poster. The lamination is sometimes too thick and once the poster is rolled it holds that form and wants to roll back up. The sticky material that will be provided to attach your poster to the wall will not be strong enough and the poster will ‘pop’ off the board.
- It is also recommended that you **do not** print your poster on fabric, as the silky fabric will not adhere to the sticky material.
- The actual space where you may place your poster is:
  - 97cm high (38.19”) x 121.5cm wide (47.81”) - Landscape
  - Your poster **CANNOT** be larger than this. It may be smaller, if you wish.
- Poster Diagram - Please note that diagram is not to scale.



Two posters per board and your poster will share the board with another poster presentation.

There is not a template. You have the freedom to design your poster and you may use any program to create it.



## EFFECTIVE POSTER PRESENTATIONS

- When planning a poster presentation, it is useful to keep in mind the advantages of a poster over a podium presentation. Posters are available for viewing throughout the meeting and interested viewers have scheduled time for discussion, not just a few minutes.
- The title of your paper should appear at the top of your poster in CAPITAL letters. The size of the characters should be at least 2.5 cm (1”) high. Below the title, place the authors' names and affiliations.
- It is important that you remember that the audience viewing your poster and listening to your presentation will be 6 feet (2 meters) from your poster. Please double-check your poster from 6 feet (2 meters) to ensure good readability.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- Please be advised that audio-visual equipment will not be provided for poster presentations. You may bring your own laptop computer and run it off your battery (power will NOT be available). If you require a table please send an email request to: [sgalloway@pmmiconferences.com](mailto:sgalloway@pmmiconferences.com). Tables are limited and will be assigned on a first come, first served basis.
- The flow of your poster should be from the top left to the bottom right.
- Make your poster as self-explanatory as possible, so that you will have time for in-depth technical discussions.
- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.
- If you would like to add the conference logo to your presentation, it may be found on the author page of the conference [website](#).

## POSTER PRINTING IN KAOHSIUNG

If you are looking for a company to print your poster in Kaohsiung, please complete the attached form order from on the next page. The deadline to order a poster is **Friday, 3 January**. Any order received after this date cannot be guaranteed and will be charged a 50% rush fee.

You will need your **Poster Number** from the [program](#).

All posters ordered via this form will be set-up by one of our team members.

Please read all the instructions carefully. Once you submit your form, please make sure you receive a reply, within 3 days, confirming your order was received. It is your responsibility to confirm your order was received and will be delivered.



## Poster Order Form

**\$52 per poster**

**Price is in US dollars and includes delivery to the Convention Center.**

**All orders must be received by Friday, 3 January.**

Any order received after this date cannot be guaranteed and will be charged a 50% rush fee.

### STEPS:

1. Create your poster in 97 cm high x 121.5 cm wide with a 0.635-centimeter border around all sides. This is the ONLY size available.
2. Create your poster file in AI document or PDF format with **high resolution**.
3. Your AI document /PDF file should be labeled with your Poster Number and last name.  
Example: **M01-a\_Galloway.pdf**
4. Complete this form and rename it with your Poster Number and Last Name.  
Example: **M01-a\_Galloway\_MEMS\_Poster\_Order.pdf**
5. Include the following in the email subject line and update with your Poster Number and Last Name:  
Example: **M01-a Galloway MEMS Poster Order**
6. Send completed renamed form along with poster AI document /PDF file (or link to download) to:  
  
[maggie.huang@interplan.com.tw](mailto:maggie.huang@interplan.com.tw) and [sgalloway@pmmiconferences.com](mailto:sgalloway@pmmiconferences.com)
7. Payment will be accepted using a credit card or transfer.
8. Posters will not be printed unless payment details are included.

### Contact Details:

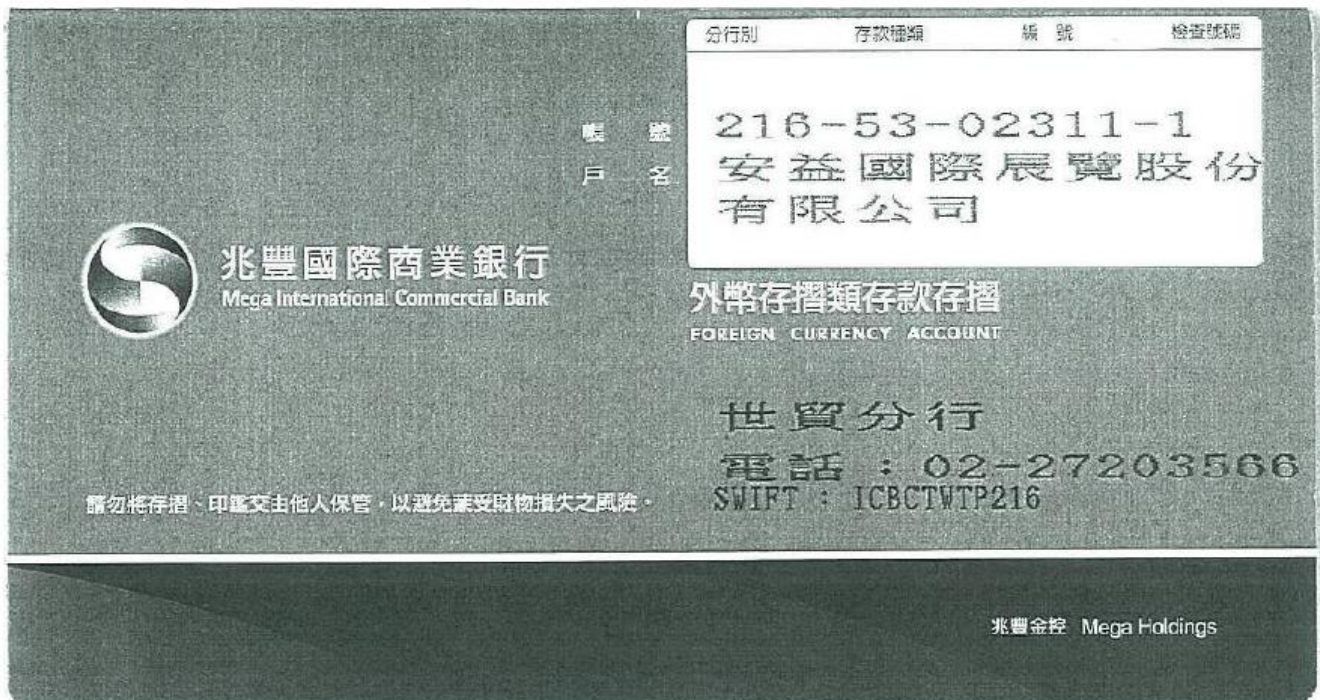
Name:	
Email:	
Poster Number:	
Paper Reference Number:	
Invoice Header:	
Total Amount: (\$52 per)	
Comments:	



**BANK ACCOUNT :**

BENEFICIARY : INTERPLAN INTERNATIONAL CORPORATION  
BANK : MEGA INTERNATIONAL COMMERCIAL  
BANK WORLD TRADE CENTER BRANCH  
ADDRESS : NO.333 KEELUNG ROAD, SEC.1 TAIPEI,  
TAIWAN, REPUBLIC OF CHINA  
ACCOUNT NO : 21653023111  
SWIFT CODE : ICBCTWTP216

銀行別：兆豐商業銀行世貿分行  
地址：110 台北市信義區基隆路一段 333 號  
帳號：21653023111  
戶名：安益國際展覽股份有限公司



Any questions regarding payment should be directed to [maggie.huang@interplan.com.tw](mailto:maggie.huang@interplan.com.tw)



**安益國際展覽股份有限公司**  
INTERPLAN INTERNATIONAL CORPORATION

**Credit Card Mail Order Form**

Poster No. : \_\_\_\_\_

<b>NAME</b>		CLASSIFY OF YOUR CARD (VISA OR MASTER CARD)	
Order No.		Consume Date	MM / DD / YY / /
<b>Card's No.</b>		<b>Valid Dates</b>	MM / YY Till /
<b>Amount</b>	\$ rate Say NT Dollar	<b>Authorize Signature "M.O"</b>	
Delivery Address		Card Issuer (Bank Name)	

The use of this card is governed by the terms of the user agreement.

Pay the amount show up to bank after the user agree to order.

**\*\*\*Please provide us the 3-digit secure code on the back side of your credit card. Thanks**

**\*\*\*3-digit secure code**

Any questions regarding payment should be directed to [maggie.huang@interplan.com.tw](mailto:maggie.huang@interplan.com.tw)

Only for Merchant

MERCHANT NO		AUTHORIZE NO.	
-------------	--	---------------	--

Customers are requested to understand, that the original credit card signed consumption value could differ caused by exchange rate fluctuation during +-7 days of transaction between processing banks.