



**EUROPEAN
MICROWAVE
WEEK**
ROME, ITALY
5-10 OCTOBER 2014
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EuMW2014 Poster Presentation Guide

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To assist authors in their preparation for their presentations, the EuMW2014 Conference Committee has compiled the following guidelines.

Poster Session Presentations at the Microwave Week

Authors presenting a paper in a Poster Session of the European Microwave Week will be provided with an opportunity to engage in direct discussions with small groups of interested viewers. Be prepared to use your time in the Poster Session to explain your work and to answer specific questions. Please set up your poster before 10:00. Then be available at your poster for discussion during the morning coffee break (10:40-11:20), the lunch break (13:00-14:20) and the afternoon coffee break (16:00 - 16:40). Leave your poster on the board until 17:30.

For all Poster Sessions, you will be supplied with a panel of 2.50 meter high and 1 meter wide (portrait layout). Suggested poster size is up to 120 cm height, up to 85 cm width (A0). Material (Velcro) to attach the posters will be provided. Each poster unit will be numbered; a correspondence between the panel number and your paper ID, as indicated in the Conference Programme, will be indicated on large signage located in the poster space. Please use only the poster panel that is assigned to your paper.

Provide an Introduction or Outline and a Summary or Conclusion. Use bullet points, figures, tables, equations, and photographs when necessary to highlight the important technical content of your paper. Simply posting the pages of the written version of your paper is a very poor practice for the Poster Session. The title of your poster should appear in block letters that are at least 10 cm (4 in) high. Try to make the majority of the lettering at least 2 cm high, and please be considerate to those viewers who are standing at a distance, by making the majority of the material easily legible from a distance of 2 meters. Graphs and charts should be at least 25 x 30 cm (8.5 x 11 in) or larger. The use of color graphics and headline-style phrases in bullet points, will allow the audience to quickly see the theme of your topic and grasp the intended message. It is a good idea to sequentially number your posted material. This will indicate to the viewer a logical progression through your presentation.

Arrive early for the Poster Session so that you have ample time to meet the Poster Session Chairpersons, find your assigned location, and arrange your materials on the provided poster boards. Your Chairperson and Conference Staff will already be present early in the morning (9:30-10:00) to assist you. Your presentation material must be available for viewing from 10:00-17.30 and you must be available for discussion during the coffee breaks and lunch time. If you wish to step away from your poster board, please return as soon as possible. Your presentation area will be clustered with other presentations



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having a similar topic, so an interested viewer is likely to appear at any time. The material should be removed after the conclusion of the session, between 17:30 and 18:30. It is very helpful to have paper copies of your written submission to the Conference Proceedings available for visitors to take with them. Presenters often provide their business cards and solicit the cards of their visitors so they may correspond in the future.

Authors who need special facilities are requested to contact the poster chair at marco.dionigi@unipg.it, so that we can arrange that with Fiera di Roma. Please do so as soon as possible, but at least before Friday September 26, so that we can inform Fiera di Roma one week before the start of the conference.

Please note that a **printing service** is provided by EuMW Team, if you wish to have your poster printed please send your poster in pdf format (ready for printing) by email to marco.dionigi@unipg.it **no later than** September 21st. Please be sure the file size is not greater than 5Mb, that file name is (for instance) **poster_EuMW2014_day_yy.pdf (*)** and please use the following wording for email object:

EuMW2014 Printing File for poster EuMIC/EuMC/EuRAD no.xxx (day)

where xxx is poster number as it appears in programme list and (day) is the relevant conference day (Mon/ Tue etc...).

If you have any question or problem in file size please contact asap the poster chair.

You will then be able to collect your printed poster in Fiera di Roma. You will be properly informed about place and timing.

Please note we will just print the file as-it-is and will be not responsible for any changes due to fonts/images/etc.

(*) Please modify as appropriate: day=Monday, Tuesday, Wednesday, Thursday and yy=poster number.

For further questions, please contact the poster chair marco.dionigi@unipg.it

General Comments

The heart of the European Microwave Week is the technical program where authors and delegates get together to exchange information and ideas. As authors your contribution is vital and the EuMW2014 Conference Committee thanks you for supporting the European Microwave Week. Please follow these instructions carefully and completely so that your valuable contribution can be presented in a clear and professional manner for the benefit of all.

Marco Dionigi, EuMW2014 Poster Chair

Luciano Tarricone, EuMW2014 General TPC Chair
