Presenter Guidelines

Oral Presentation

- Scheduled contributed presentations (including Q&A time) are to be 15 minutes each.
- Plan to meet with your Session Chair at least 15 minutes prior to your session. Your slides will already be available on the laptop when you arrive to the designated room for your talk.
- Save your presentation file, in PPT or PPTX format, on a USB memory stick. Please use 16:9 ratio slides if you will present in the Rotterdam Hall. For all other rooms, please use 4:3 ratio slides. Visit the Presentation Station to provide a copy of your slides to the Program Chair at the following days/times:
  - Wednesday, October 18th (recommended) or Thursday, October 19th between 8:00 and 9:00 AM.
- If you would like the Session Chair to mention something in particular during your introduction, please let them know in advance.
- Please include the COMSOL Conference logo on the first – or title slide – of your presentation. You can download the logo image file from the Call for Papers site at: www.comsol.com/conference/call-for-papers
  - Logo usage guidelines:
    - Do not manipulate or distort the COMSOL Conference logo by stretching or compressing it.
    - Suggested placements: Top left corner, top right corner, or centered at the bottom of the page.
    - Minimum Width = 57.15mm, Maximum Width = 114.3.

Poster Presentation

Prepare your poster in Microsoft PowerPoint according to the instructions provided below. Submit online via My Conference (www.comsol.com/conference/my-conference) in PPT or PPTX file format.

It is required that you submit your poster by the final submission deadline, September 15, 2017, as COMSOL will print the poster and display it before the start of the conference.

- The poster size is 841mm wide x 1189mm long (Portrait Style). Please prepare the poster in Microsoft PowerPoint®[1]. You must leave at least a 1" margin on all sides to avoid cropping during printing.
- A white or light background is recommended.
- Use these fonts and sizes as a guideline to prepare your poster for best viewing:
  - Title - Arial (86pt)
  - Author Name and Affiliation - Arial (48pt)
  - Figure Caption - Arial (25pt or higher)
  - Rest of the text in the poster - Arial (30pt or higher)

Displaying a Poster at the Event:

- Posters will be printed prior to the event by COMSOL and displayed in Shipping Hall.
- Visit the Presentation Station to find your poster number if you are unable to locate it.
- Please make yourself available by your poster during poster session viewing times. Check the conference program for details.
- Take down: 1:30 PM on Friday, October 20th. You may remove your poster at this time.

[1]Microsoft and PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.