

Presenter Guidelines

Oral Presentation

- Prepare your presentation for 10-12 minutes followed by a 3 minute Q&A session.
 - Note that the sessions are usually tightly scheduled so please keep the time limitation in mind during your presentation to be courteous to other presenters in your session.
- Save your presentation file, in PPT or PPTX format, on a USB memory stick and provide it to the Session Chair ahead of your talk.
 - Plan to meet with the Session Chair at least 15 minutes prior to the start of your session to load your presentation onto the computer.
 - 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

Poster Presentation

- Please prepare the poster in Microsoft PowerPoint® using our Poster Template as a guideline which can be found on the [Call for Papers](http://www.comsol.com/conference/call-for-papers) site: www.comsol.com/conference/call-for-papers
- Submit online via [My Conference](http://www.comsol.com/conference/my-conference) (www.comsol.com/conference/my-conference) in PPT or PPTX file format, by the final submission deadline, **Friday, August 31**, as COMSOL will be professionally printing all posters and have them displayed in Salon ABCD prior to the start of the conference.
 - The poster size (i.e. page size) is **36” (width) x 48” (height)**, Portrait Style. 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 on display in the Exhibition Hall in Salon ABCD throughout the conference.
- 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 5**. You may remove your poster at this time.

Awards:

- There are 3 Best Paper awards and 3 Best Poster awards.
- The awards will be announced on **Friday, October 5**, during the final Keynote session.
- For full Award rules please visit www.comsol.com/conference/call-for-papers.