

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 at this time.
- Please include the COMSOL Conference logo on the first – or title slide – of your presentation. You can download the logo image file here:
https://cdn.comsol.com/conference/2018/documents/png/COMSOL_Logo_Conference_2018_Boston.png

Poster Presentation

- Please prepare the poster in Microsoft PowerPoint®¹ using our Poster Template as a guideline which can be found on the [Call for Papers](http://www.comsol.com/conference/call-for-papers/boston) site: www.comsol.com/conference/call-for-papers/boston
- 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**. COMSOL will be professionally printing all posters 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: **Friday, October 5**.

Paper Submissions:

- All presenters, regardless of format, are encouraged to submit a paper for publishing in our online conference proceedings. Submit your paper by the final submission deadline, **Friday, August 31**, to be considered for the best paper awards.

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/boston.

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