

## 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 Presentation Station at the following days/times:  
**10:00-14:00 on Monday, October 22<sup>nd</sup> (preferred) or 8:00-10:00 on Tuesday, October 23<sup>rd</sup>**  
Your slides will already be available on the laptop, when you arrive to the designated session room.
- Plan to meet with the Session Chair at least 15 minutes prior to the start of your session.
  - 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 it from the Call for Papers site at: [www.comsol.com/conference/call-for-papers](http://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 = 114.30mm.

### 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](http://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 28<sup>th</sup>, 2018**, as COMSOL will be professionally printing all posters and have them displayed prior to the start of the conference.
  - The poster size is 841mm wide x 1189mm long (Portrait Style). Please prepare the poster in Microsoft PowerPoint®<sup>1</sup>. 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 professionally printed prior to the event by COMSOL and displayed on the poster boards.
- 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 final conference program for details.
- Take down: **15:00 on Wednesday, October 24<sup>th</sup>**. You may remove your poster at this time.

### Awards:

- There are 3 Best Paper awards chosen by the Program Committee and 3 Best Posters chosen by popular vote during the poster session at the conference.
- The awards will be announced on **Tuesday, October 23<sup>rd</sup>** during the Gala Dinner.
  - The 3 Best Paper awards winners will be notified by email prior to the conference. Please let us know in advance if you will not be present to accept the award.
- Your paper and/or poster submission must be received by the final submission deadline, **September 28<sup>th</sup>, 2018**, to be considered for these awards.
- For full Award rules please visit [www.comsol.com/conference/call-for-papers](http://www.comsol.com/conference/call-for-papers).

<sup>1</sup>Microsoft and PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.