

# Presenter Guidelines

## Oral Presentation

- All presentations are limited to a maximum of **15 minutes**, including Q&A.
  - *Note that sessions are tightly scheduled and will be monitored by the Session Chair.*
  - *We recommend preparing your talk to allow for 10-12 minutes of presentation and 3 minutes of Q&A.*
  - *If your presentation takes the full 15 minutes, we will skip the Q&A and move onto the next presenter.*
- Save your presentation file, in PPT or PPTX format, on a USB and provide it to the Session Chair ahead of your talk.
  - *Plan to meet with the Chair at least 10 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.*

## Poster Presentation

- Please prepare the poster in Microsoft PowerPoint®<sup>1</sup> using our Poster Template as a guideline which can be found on the [Call for Papers](http://www.comsol.com/conference/call-for-papers/cambridge) site: <http://www.comsol.com/conference/call-for-papers/cambridge>
- Submit online using the ExOrdo platform <https://comsolconference2019cambridge.exordo.com/login> by the final submission deadline, **Friday, August 16**. COMSOL will be professionally printing all posters prior to the start of the conference.
  - The poster size (i.e. page size) is **841mm (width) x 1189mm (height), Portrait Style**.
    - Leave at least a **25mm margin** on all sides to avoid cropping during printing.
  - A white or light background is recommended.
  - Images: PNG files are recommended. Before the final submission, check your poster at 100% zoom to ensure that all images & their text/legend are readable and of good quality.
  - Use these fonts and sizes as a guideline to prepare your poster for best viewing:
    - Title: Calibri (72pt)
    - Author Name and Affiliation: Calibri (40pt)
    - Figure Caption: Calibri (36pt)
    - References: Calibri (28pt)
    - Rest of the text (Introduction, Results, Etc.): Calibri (48pt)

## Displaying a Poster at the Event:

- Posters will be on display in the Exhibition Hall 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: **Thursday, September 26**.

## 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 16**, to be considered for the best paper awards.