



SWTEST

PROBE TODAY, FOR TOMORROW

2020 CONFERENCE

SWTest Conference 2020 - Poster Session Guidelines

SWTest will not be responsible for printing the posters; however, we will provide the appropriately sized bulletin board for display of the poster.

All posters will be printed by the conference and made available to each poster presenter on the day of your session at the registration desk. Each presenter is required to submit your poster presentation by May 22, 2020. Submit your posters using the Molesystems website listed below.

<https://www.molesystems.com/SWTW/>

Please contact your session chair for the additional guideline's information.

Poster Session location: Aragon Ballroom Foyer

- **Session 1: Monday, June 8, 2020, afternoon from 3:00pm to 3:30pm**
- **Session 2: Tuesday, June 9, 2020, morning from 10:00am to 10:30am**

To locate your assigned poster board, look for the board marked with two-digit number assigned on your paper located outside the Aragon Ballroom. Maps with poster board numbers will be included in the SWTest Program.

Please review checklist below to ensure that you do not miss any important information in preparing for your poster presentation.

Prepare Your Poster

- Each presenter is provided with a 4-foot-high by 6-foot-wide bulletin board.
- The poster presentation must cover the same material as the abstract.
- Place the title of your paper and your paper number prominently at the top of the poster board to allow viewers to identify your paper easily. Indicate 1) the abstract's presentation number, 2) title, and 3) authors' names. (see template for an example)
- Highlight authors' name, email and address information in case attendees are interested in contacting them for more information.
- Prepare all diagrams or charts neatly and legibly beforehand in a size sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24-point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height). Use creativity by using different font sizes and styles, perhaps even color.
- Use different colors AND textures/symbols for each line or bar contained in your graph or chart. A serif font (e.g. Arial or Helvetica) for headers and figure labels.
- Organize the paper on the poster board so that it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, photographs, etc.



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- Use squares, rectangles, circles, etc. to group like ideas. Don't clutter your poster with too much text! This will make it easier for viewers to easily follow your display.
- Include the background of your research followed by results and conclusions. A successful post presentation depends on how well you convey information to an interested audience.

Set Up Your Poster/Give Your Presentation

- To locate your assigned poster board, each poster board will be marked with an individual paper number.
- Session 1 Posters should be set up and available on Monday from 8:00 am to 3:30 pm.
- Session 2 Posters should be set up and available on Tuesday from 8:00 am to 3:30 pm.
- Posters should remain displayed throughout each day.
- Presenters must be available at least 15 minutes before the assigned time of presentation and should meet with the attendees during the 30 minutes of the assigned session.
- A time schedule and map will be posted in the main Conference program.
- After presentation, please leave a note on your poster board as to where you can be reached in case someone wishes to discuss your presentation further.
- Push pins and other materials are available at the Conference registration desk.

Remove Your Poster

- Posters must be removed at the end of each day between 5:00 and 5:30pm.
- Posters remaining after these times will be removed and kept at the Conference registration desk.
- SWTEST will not be responsible for posters and materials left on poster boards after the stated hours.

Conference Registration Desk

Push pins, tape, and scissors will be available for your use. Additional supplies may be available. However, if you have special needs for your poster presentation, we suggest you bring those supplies with you to the conference.

If you have any questions, please contact:

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Poster Session Chair
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pmui@jemam.com

John Caldwell
Poster Session Chair
208-631-3378
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Rey Rincon
Technical Program Chair
214-402-6248
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Some useful links for helping you understand the poster session

- <http://www.postersession.com/templates.html>



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- <http://www.makesigns.com/tutorials/scientific-poster-parts.aspx>
- <https://writing.colostate.edu/guides/guide.cfm?guideid=78>