

Guidelines for IMS 2010 Interactive Forum Presentation

The Interactive Forum provides an opportunity for the presenter to engage in direct discussions with small groups of interested Symposium attendees on an informal basis. Be prepared to use your time in the Interactive Forum to explain your work and to answer specific questions. Software and/or hardware demonstrations are welcomed and encouraged. The Interactive Forum papers are organized by topics so that papers with similar topics will be grouped together. Before the conference, we will provide an opportunity to have your material reviewed and provide feedback to avoid common mistakes that make it difficult to convey your ideas at the Interactive Forum. Please be prepared to submit an electronic proof of your material, in pdf format, for this purpose.

Here are some guidelines to help your preparation for the Interactive Forum presentation:

1. **Poster Space:** Plan on using an area that consists of two side-by-side bulletin boards, each 2.4 m wide \times 1.2 m tall (8 \times 4 ft). Figure 1 below shows an approximate layout of the available area for your presentation. Push pins and/or tape will be provided to attach your material onto the bulletin boards. A flip chart and markers will also be provided to facilitate in-depth discussions with your visitors. You will be assigned a specific area for your poster. This information will be sent to you before the conference and your area will also be labeled with your paper code when you arrive to set up.

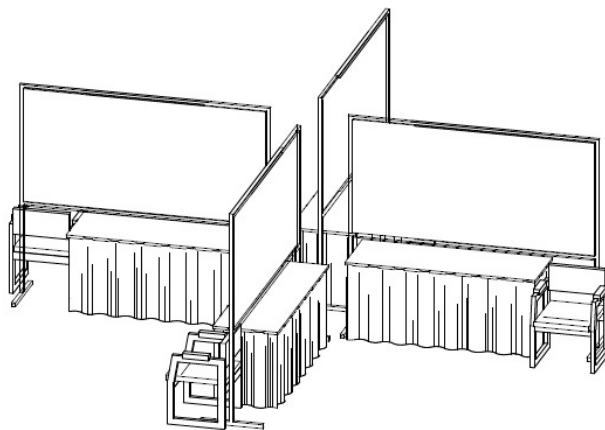


Fig. 1. Expected Interactive Forum Bulletin Board setup.

2. Use bullet lists, charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your work. The use of color graphics and headline style phrases in bullet charts will allow the audience to quickly see the theme of your presentation and grasp your intended message. It is also a good idea to sequentially number your posted material or use arrows to indicate flow of material. This will indicate to the viewer a logical progression through your presentation. A sample Interactive Forum presentation template will be provided. The Interactive Forum Committee will also provide poster printing services if requested. Simply posting the pages of the written version of your paper is a very poor presentation for the Interactive Forum.

3. The title of your paper should appear in block letters which are at least 10 cm high (4 in). The remaining text should be at least 5 cm high (2 in) to be easily legible to viewers who are standing as far as 2 meters away. Each graph or chart should be at least 27 × 21 cm (11 × 8.5 in) with text that is also readable from 2 meters away. Provide an Introduction or Outline, and Summary or Conclusion. Remember to keep text short and concise, and highlight the key points and significance of your work (use phrases instead of complete sentences). Additional suggestions on creating effective Interactive Forum presentations are available online at:

- (a) <http://www.aapg.org/meetings/instructions/guide.html> from American Association of Petroleum Geologists
- (b) <http://www.pitt.edu/~etbell/upj-space/PosterGuide.htm> from University of Pittsburgh
- (c) <http://www.cancerprev.org/Meetings/Guidelines/Posters> from International Society for Preventive Oncology
- (d) <http://dentistry.ouhsc.edu/scientificday/PosterPreparation.pdf> from University of Oklahoma
- (e) <http://www.imaps.org/speakers/poster.htm> from International Microelectronics and Packaging Society

4. If applicable, the use of demonstration hardware and/or software, and audio-visual presentation are highly encouraged, and will make your presentation more interesting to a wider viewing audience. Please contact the Interactive Forum Committee Chair to request electrical power connections or if you have any other special requirements.

5. The IMS 2010 IF Session will have slides shown on hallway/lobby monitors promoting IF papers to be presented. For this purpose, please submit two slides to the IF Committee; one with title, session, author(s), presenter's photograph, and affiliation, and the other showing highlights in a quad-chart format.

6. On the day of your Interactive Forum Presentation, you are invited to the speakers' breakfast to meet your session chair and other presenters. A boxed lunch will be provided to all IF presenters. Please arrive early so that you have ample time to meet your IF Session Chair, find your assigned location, and set up your material on the bulletin boards. The Interactive Forum floor will be open for set up before your session starts.

7. Your presentation material must be available for viewing and you must be available for discussion during the entire IF session. If you wish to step away from your presentation, please inform your Session Chair and return as soon as possible. Your presentation will be clustered with other presentations having a similar topic, so an interested viewer is likely to appear at any time during the session. It is also helpful to have paper copies of your written submission to the Symposium Digest available for visitors to take with them. Presenters often provide their business cards and solicit the cards of their visitors so they may correspond with one another in the future. All material should be removed promptly at the conclusion of the IF session.

As more information becomes available, we will update these guidelines and post them on the IMS 2010 website at <http://www.ims2010.org>. Therefore, please do visit the site regularly. For the time being, we appreciate your contribution to IMS 2010 and look forward to seeing you at the Interactive Forum in Anaheim!

IMS 2010 Interactive Forum Committee