



2010

INTERNATIONAL
MICROWAVE SYMPOSIUM

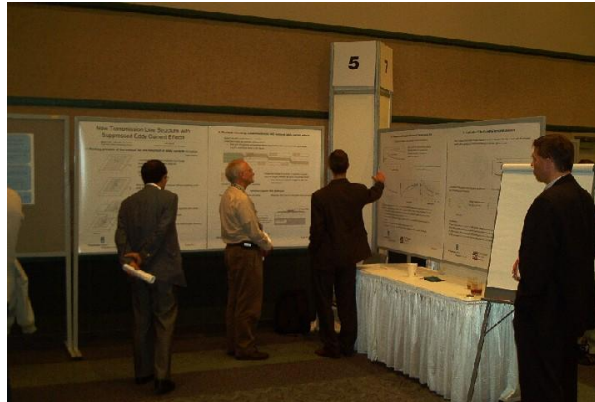
IEEE MTT-S • MAY 23-28, 2010 • ANAHEIM, CALIFORNIA

THE GOLDEN STATE OF MICROWAVES

Guidelines for Student Paper Competition Finalist Interactive Forum Presentation

Here are some guidelines to help you in your preparation:

1. **Poster Space:** Plan on using an area that consists of two poster boards, each 2.4m wide x 1.2m tall (8 x 4 ft); please see photograph below for an approximate layout of the available area for your presentation. Push pins will be provided to attach your material onto the poster boards. You will be assigned a specific area for your poster. Your area will be labeled with your paper code when you arrive to set up.



2. Provide an Introduction or Outline and a Summary or Conclusion. Use bullet lists, charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your paper. Simply posting the pages of the written version of your paper is a poor presentation for the Interactive Forum.
3. The title of your paper should appear in block letters which are 2.5 to 5 cm high (1-2 in, 110-220 point). The remaining text should be at least 1 to 2 cm high (0.4-0.8 in, 44-88 pt) to be easily legible to viewers who may stand as far as 2 meters away. Each graph or chart should be at least 27 x 21 cm (11 x 8.5 in) with text that is also readable from 2 meters away.

4. The use of color graphics and headline style phrases in bullet charts will help the audience to quickly see the theme and your intended message.
5. It is 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.
6. If applicable, the use of demonstration hardware and software, and audio-visual presentations will make your presentation more interesting to a wider audience. Please e-mail the SPC chairs by April 15, 2010 to request electrical power or if you have any other special requirements.
7. Arrive early for the Interactive Forum so that you have ample time to meet the SPC Chairs, find your assigned location and arrange your materials on the poster board. The Interactive Forum floor will be open for setup 1.5 hours before your session starts. Your presentation material must be available for viewing and you must be available for discussion during the entire session. If you wish to step away from the poster board, please return as soon as possible. The material should be removed promptly at the conclusion of the session.
8. It is very 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 in the future.

IMS2010 Student Paper/Competitions Co-Chairs

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