

Student Open Forum (Poster) Presentations

Basic Considerations

Open Forum (Poster) presentations are just as important a communication medium as oral presentations. They allow authors to present papers and meet with interested attendees for in-depth technical discussions.

Don't think that giving an Open Forum presentation is easy. In some ways it is more difficult than giving a talk. A talk has to be very poor before people will get up and walk out of the lecture room, but it is very easy for someone to walk away from a poster.

Remember - in Open Forums, it is the viewer, not the author, who determines the time spent at a given poster. It is important, therefore, that you display your message clearly and strikingly so as to attract people who might have an interest in your paper.

Therefore, a poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own, while the author is free to discuss points raised by viewers. Such discussion would be difficult if the author needed to continually re-explain the poster to each viewer.

The key to a popular and effective poster presentation is careful preparation and organization of presentation materials. Logically arranged and posted materials are a natural audience draw.

Posting a copy of the paper, or similar "shortcuts," is strongly discouraged. The author clearly sends the signal that he/she did not care to prepare for the Symposium.

The size of the poster materials should be such that they are easily read from a few meters away. Expect the aisles to be crowded.

A useful guideline: About 6 lines per poster page.

Your poster should cover the key points of your work. It need not attempt to include all the details; you can describe them to people who are interested. The ideal poster is designed to attract attention, provide a brief overview of your work, and initiate discussion.

The Symposium attendees come from a broad discipline, therefore, some (short) tutorial background in your presentation is recommended.

The enthusiasm of the presenter contributes as much to the success of the presentation as does the scientific content.

Poster Facilities

For your poster, a standard board is to be used which measures 100cm (40") wide by 240cm (95").

The area available on the poster board for your presentation is 90 cm (wide) X 150 cm. Double-side tape or stick glue is to be used to tack your pages to the board.

Poster Preparation and Layout

Advance Preparation

Carefully and completely prepare your poster in advance of the Symposium. Try tacking up the poster before you leave for the meeting to see what it will look like and to make sure that you have all of the necessary pieces.

Have someone who is very good at English correct the draft of your poster. This is good advice whether English is your native language or not; remember that errors in English language or grammar will show up very clearly in writing, particularly on posters.

Title and Text

Each poster presentation should have the title posted in especially large (48÷60 point) type so that the prospective audience will be able to identify the presentations of interest from a distance. The minimum font size for poster titles should be 36-point.

This is 48-point
And this is 36-point type

Below the title put the author(s) name(s) and affiliation(s) and paper number
Text on original art used for posters should be no smaller than 24-point type.

This is 24-point type

Poster Layout

Each poster presentation should be prepared recognizing that three persons may be standing about two meters (6 feet) from the posters who will want to read the information on the illustrations

Display your name, school/affiliation and the topic of the presentation prominently on the poster.

Keep the material short, simple and easy to read. No one is likely to spend more than about three minutes reading it.

You may wish to use color for highlighting and to make your poster more attractive. However, do not choose colors that are hard to see. Particularly - don't use a dark background.

It is recommended that material be arranged as a left-to-right sequence of full-length vertical columns, rather than in horizontal rows. It is easier for viewers to scan a poster by moving from left to right once, rather than by zigzagging back and forth in front of it.

Material can be mounted on colored poster paper. Consider grouping different sections of the poster on backgrounds of the same color. An introduction should be placed at the upper left and a conclusion at the lower right, both in large type. The sequence of illustrations should be indicated with numbers that are at least 2.5cm (1") high.

Illustrations and Figures

Include a figure or graph if, by doing so, you can avoid even a few sentences. But remember that the display should be self-contained, with its own legend and title. The reader must be able to understand it very quickly.

Each figure or table should have a heading of one or two lines in very large type stating its "take-home" message. Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type.

Although each figure should illustrate no more than one or two major points, figures need not be simple.

Additional essential information should be provided below in a legend, set in 16-point or larger type.

Because there is no text accompanying a poster, figure legends should contain material that would normally appear in the body the paper. Each legend should describe concisely not only the content of the figure (results) but also the corresponding discussion and conclusions.

Details of methodology should be brief and should be placed at the end of the legend. Minimize narrative.

Care should be taken be taken with slides that utilize animations as these may not be legible when printed. In such cases, presenters should consider the creation of a special print version for all hardcopy handouts.

Poster Presentation

Find out in advance where your poster is to be displayed, and have it set up on schedule.

The authors must be in attendance by their posters at the designated time for their presentation for the entire duration of the Open Forum Session, for discussion of their Paper with the audience.

Stand close enough to your poster so that people can find you if they want to talk to you about it, but don't stand so close that they feel intimidated by your presence.

The Presentation has to be made by an author (or one of the Authors) registered for the Symposium. Authors not registered for the conference will NOT be allowed to make a presentation.

Read the earlier points about delivering a presentation. Many apply to an Open Forum presentations as well.

Promptly after the end of the session, remove all poster materials.

Consider bringing copies of a handout to provide more detail. This will be useful for people who want to know more about the topic. It will also encourage you not to put too much material in your poster.

SUMMARY – A CHECKLIST FOR PREPARATION OF PRESENTATION

It is recommended you use the following checklist when preparing your presentation:

- **The Setting**
 - Who is the expected audience?
 - Where, and in which hall, will the presentation be held?
 - What is the time frame allocated for the presentation (see above)
 - Are there any special conditions to be taken into account?
- **Set Realistic Goals**
 - What is the aim of the presentation?
 - In which way do you want to influence the audience?
 - Which phases should the audience understand (knowledge, comprehension, transfer, evaluation)?
- **Define the Contents**
 - Which arguments are available?
 - What might be the personal benefit for the audience?
 - Which objections should be taken into consideration?
 - Which data, facts, examples and comparisons can be used?
 - How can the content be illustrated?
- **Plan the Audience's Involvement**
 - How can experiences and opinions of the attendees be considered and included?
 - How do you get to know something about eventual objections and contra-positions?
 - Which techniques can be used to get agreement and approval for the audience if necessary?
- **Draw up Dramatics**
 - What might be an interesting introduction? Make people feel concerned, set the direction of your talk.
 - Vary your talk (highlights, different audio-visual support)
 - Make a successful, convincing conclusion (summary for accepted arguments)
- **Conclusion**
 - If you've mastered all these points, you'll have earned the applause you'll surely get at the end of your talk. Remember that a lousy talk can ruin an audience's appreciation of good research. On the other hand, fairly pedestrian research can come alive if well motivated and presented.

This call for papers outlines the scope of this conference. We are seeking student poster presentations that might be of interest to this group while giving the students an opportunity to present their interesting work. Prizes will be awarded for the best presentations.

Topics for ISPCE 2020

The IEEE international Product Safety Engineering Society seeks original and unpublished formal papers, presentations without formal papers, tutorials, and workshops on any and all aspects of product safety and compliance engineering - including, but not limited to:

- » Arc Flash
- » Environmental Regulations, Sustainability & Circular Economy
- » Instrumentation and Laboratory Equipment
- » Batteries & Energy Storage Systems
- » Emerging Technologies & Innovations
- » Introductory or Advanced Design for Compliance
- » Compliance Documentation Management
- » Field Inspections & Evaluations
- » Laboratory Safety
- » Codes & Standards Development
- » Forensics, Failure & Risk Analysis
- » Legal Regulations, Directives & Consumer Protection
- » Data Center Safety
- » Global Market Access
- » Medical Devices
- » EMC & Wireless Compliance
- » Grounding & Bonding
- » Product Labeling
- » Engineering & Safety Science
- » Hazard Based Safety Evaluations
- » Safety of Education and Healthcare facilities
- » Energy Efficiency Codes
- » Global Hazardous Locations
- » Technical Documentation

