



**Information for POSTER Presentations: Poster Sessions 1, 2 and 3**  
*Please review the following details carefully to help ensure a successful poster session!*

<b>POSTER SESSION ONE</b>	<b>SATURDAY, DECEMBER 1</b>	<b>LOCATION: HALL H, FIRST FLOOR</b>
<b>Poster #'s: 1.001 – 1.450</b>	7:00 a.m. – 8:00 a.m. Noon – 6:00 p.m. 6:00 p.m. – 7:00 p.m. <b>Noon – 2:00 p.m.</b>	Set-up posters ( <i>Hall G</i> ) Posters on display – Hall H Remove posters ( <i>Hall G</i> ) <b>Authors Present</b>
<b>POSTER SESSION TWO</b>	<b>SUNDAY, DECEMBER 2</b>	<b>LOCATION: HALL H, FIRST FLOOR</b>
<b>Poster #'s: 2.001 – 2.450</b>	7:00 a.m. – 8:00 a.m. 10:00 a.m. – 4:00 p.m. 4:00 p.m. – 5:45 p.m. <b>Noon – 2:00 p.m.</b>	Set-up posters ( <i>Entrance: Hall G</i> ) Posters on display – Hall H Remove posters ( <i>Entrance: Hall G</i> ) <b>Authors Present</b>
<b>POSTER SESSION THREE</b>	<b>MONDAY, DECEMBER 3</b>	<b>LOCATION: HALL H, FIRST FLOOR</b>
<b>Poster #'s: 3.001 – 3.450</b>	7:00 a.m. – 8:00 a.m. 8:00 a.m. – 2:00 p.m. 2:00 p.m. – 2:30 p.m. <b>Noon – 2:00 p.m.</b>	Set-up posters ( <i>Hall G</i> ) Posters on display* Remove posters ( <i>Entrance: Hall G</i> ) <b>Authors Present</b>

\*8:00 am – 10:00 am enter thru Hall G, 10:00 am – 2:00 pm enter thru Hall H.

**PLEASE READ THIS CAREFULLY!**

*Due to safety & security regulations, you will only be able to enter the poster area during the set-up & removal times listed above.*

*Please plan your travel arrangements accordingly.*

*Signage and security staff will be available to assist and provide direction to the proper entrance through Hall G.*

<b>Set Up:</b>	Posters will be set up in Hall H on the first floor of the Ernest N. Morial Convention Center on Saturday, Sunday and Monday. Please review your set up & removal times noted in the chart above. Viewing of posters begin each day as follows: Saturday: Noon, Sunday: 10:00 a.m. and Monday: 8:00 a.m.  <b>Authors must be present during designated “authors present” time.</b>  <i>Enter the poster area through the side door of Hall G to set-up and retrieve your poster during the times listed above. Note: The Hall G door is closed during exhibit hall hours. Everyone must use the main entrance through Hall H when exhibits are open.</i>
<b>Size:</b>	The poster boards are <b>4 ft. high</b> and <b>8 ft. across (usable space for poster is 44 inches high X 91 inches across)</b> and are pushpin and Velcro-compatible boards. Numbers will be placed in the upper right hand corner. <b>Do not remove the numbers.</b>
<b>Registration:</b>	All poster presenters are required to register in advance at the appropriate registration rate. No one will be admitted in the poster area without a badge. The <a href="#">Program Preview</a> and <a href="#">online registration and housing</a> form are available on the AES website.  <b>Registration must be completed by Tuesday, October 15 to qualify for registration discounts.</b>
<b>Badge Information:</b>	All badges and tickets will be printed onsite beginning on Thursday, November 29 at 5:00 p.m. on the first floor of the Ernest N. Morial Convention Center, in the Hall H foyer, first floor. You must produce government-issued photo identification. Badges are nontransferable and must be worn and visible as they are required to access all meeting and session areas.
<b>Audio/Visual:</b>	A/V equipment is <b>not</b> available for poster sessions. You are not permitted to have monitors of any kind at your poster. <b>Equipment will be removed. Labor will be charged to the poster presenter.</b>
<b>Support:</b>	All grants and commercial support must be identified. This information must be noted on the bottom of the poster.
<b>Poster Number:</b>	Please refer to your acceptance notice for your poster number.
<b>Note:</b>	<b><i>All posters must be removed by the time indicated above and may not be left in the display area. All unclaimed materials will be discarded.</i></b>  Children under the age of 12 years old are not allowed in the Poster Session & Exhibit Hall area at any time. To ensure safety and security, no strollers, carriages, wheeled luggage or wheeled briefcases will be allowed in the Poster Session & Exhibit Hall area at any time.

**Your official AES Badge must be worn and visible at all times.**



## Helpful Hints for Poster Presenters

1. You may only be the presenting author on one poster in the hall.
2. Caption your presentation with its title and author(s). All printing should be large enough and bold enough to be read from 3 feet away. Titles should be readable from 6 feet.
3. Arrange material in sensible fashion. Number each item or use arrows to indicate continuity. Bar graphs and line graphs are preferable to long columns of figures.
4. Consider the use of another color for emphasis. Dry mount photos, etc. on thin cardboard so that push pins will penetrate the poster boards. Push pins will be provided and must remain on the board for the next session.
5. Try not to present so much material that your poster appears cluttered. Practice briefly with your colleagues and/or students to eliminate unnecessary words.
6. In addition to your poster, you may have copies of your presentation as a handout during your scheduled authors present time.
7. The poster boards are the property of the decorating firm and are rented from them. Presenters will be responsible for any damages should they be permanently marred.
  - ***All posters must be removed by the time indicated above and may not be left in the display area. All unclaimed materials will be discarded. Please refer to the chart on the first page for set-up and removal times.***
  - Please note: Blank poster boards are unwelcome in the exhibit area. ***Failure to comply may make your abstract ineligible for a future poster session.***
  - If for any reason you need to withdraw your poster, please notify the AES Office immediately via email at [abstract@aesnet.org](mailto:abstract@aesnet.org) with "Withdrawn Poster" in the Subject of your email.

[Frequently Asked Questions](#)

Email: [abstract@aesnet.org](mailto:abstract@aesnet.org)