

**Information for POSTER Presentations:  
 Contributions of a Diverse Professional Community**

*Please review the following details to help ensure a successful poster session.*

**Sunday, December 8**  
**Location: Baltimore Convention Center**  
**Room 339 - 342, Level 300**

***This session, for which you opted in, is in addition to your assigned day in the main poster hall.***  
***Light refreshments will be served during the session.***

Poster Numbers: 1.001, 1.014, 1.044, 1.045, 1.056, 1.088, 1.098, 1.099, 1.100, 1.101, 1.125, 1.144, 1.145, 1.158, 1.159, 1.188, 1.189, 1.190, 1.202, 1.203, 1.216, 1.233, 1.245, 1.266, 1.267, 1.283, 1.284, 1.321, 1.326, 1.331, 1.332, 1.370, 1.381, 1.382, 1.383, 1.384, 1.385, 1.386, 1.387, 1.394, 1.395, 1.410, 1.411, 1.412, 1.413, 3.044, 3.186, 3.287, 3.413, 3.414

Set-up Time:	4:00 p.m. – 4:45 p.m.
Posters on Display and Authors Present:	5:15 p.m. – 6:45 p.m.
Remove Posters:	6:45 p.m. – 7:30 p.m.
Poster Board Size:	4 ft. high x 8 ft. wide

<b>Set Up:</b>	<b>SUNDAY, DECEMBER 8:</b> Posters will be displayed in the Baltimore Convention Center, in Room 339 – 342, Level 300. Please review your set-up and removal times as noted above. Viewing of posters takes place from 5:15 – 6:45 p.m. Any unclaimed posters will be removed after 7:30 p.m.  Your poster will also be displayed in Poster Session One on Saturday, December 7 or Poster Session Three on Monday, December 9. Therefore, you will also receive a notice that it has been accepted in either of these two Poster Sessions. <i>You are responsible for the set up and take down of your poster for two different sessions on two different days. <b>Note: Authors must be present during designated “authors present” time.</b></i>
<b>Size:</b>	The poster boards are <b>4 ft. high</b> and <b>8 ft. across (usable space for poster is 44 7/8 inches high X 90 7/8 inches across)</b> and are pushpin and Velcro-compatible boards. Numbers will be placed in the upper right hand corner. Do not remove the numbers.
<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>Badges:</b>	All badges and tickets will be printed onsite beginning on Thursday, December 5 at 5:00 PM at the <i>Baltimore Convention Center, Pratt Street Lobby, Level 300</i> . 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>  Infants, carried by an adult in a pack, are allowed in the poster area only. Strollers, carriages, wheeled luggage or wheeled briefcases are prohibited. To ensure safety and security, no children under 12 years of age, are allowed.

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

## **Important Information for Poster Presenters**

1. **New for 2019:** Photography will be allowed in poster sessions with the permission of the poster authors. If a presenting author does not want to permit photographs, this will be indicated on their poster with a "no photos" placard. Visit the Poster Desk in the Registration Area or the Exhibit Hall, near booth 108 and poster number 433 to obtain your "no photo" placard. Place on your poster board in the upper righthand corner next to the poster number
2. **New for 2019:** Do you have questions as a poster presenter? Visit the poster concierge, located in the AES Registration area at the Convention Center in the Pratt Street Lobby, Level 300, during non-poster session times. Or, come see us at the poster information counter in Hall E, Level 100 during the author set-up times and the poster session times. The counter is located near booth 108 and poster number 433.
3. 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.
4. 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.
5. 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.
6. Try not to present so much material that your poster appears cluttered. Practice briefly with your colleagues and/or students to eliminate unnecessary words.
7. In addition to your poster, you may have copies of your presentation as a handout during your scheduled authors present time.
8. 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
9. Please note: Blank poster boards are not welcome in the poster session. 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) In the subject line, please add "Withdrawn Abstract and your AES Poster ID Number."