



Guidelines for the 2016 Global Congress on Process Safety Electronic Poster Session

Electronic Poster Session Info

Q: Do I need to bring my power point presentation with me?

A: You have to submit your power point slides to the poster session co-chairs via email as an attachment. Draft presentations are due to session co-chairs by March 15, 2016. It is suggested that you also bring a USB containing the presentation to the conference.

Q: How much time is given to each presenter?

A: Each presenter is allowed 10 minutes to present 4-8 slides.

Q: What should my presentation look like/what format should it be?

A: Your presentation should be in power point form and should contain the 11th GCPS logo. You may also include your company's logo at the upper left hand corner of the presentation slides.

- PowerPoint format – required for submittal of all draft presentations for review, to facilitate tracking of session chair comments (please do not submit your *draft* in PDF format)
- PowerPoint or Adobe Acrobat format – required for submittal of final presentations
- All presentations *must* be prepared using IBM-type (not Apple/Mac-type) computers and associated software to avoid formatting and other difficulties.

An example is shown below:



Layout and Font

- Landscape layout
- Format for screen presentation
- Use a sans serif font like Arial.
- Slide Titles: 36 point
- Text: 24 to 28 point
- Colors: Use high contrast between letters and background, such as white letters on a blue background, yellow letters on a blue background, white letters on a green background, black letters on a white background, etc. Avoid very bright or harsh color backgrounds like bright yellow.

Graphics, Pictures, Tables, and Equations

- Try to limit number of curves on a graph to 2. Make each curve of high contrast to background.
- Use only a few words on graph
- Graph, table, and equation font 24 – 28 point – including axis labels, headings, markers, legends, etc.
- Avoid highly detailed drawings – summary sketches are best
- Graphs: Do not insert the Excel data that goes with the graph. Instead, insert the graph by selecting the graph and Copy – Paste Special – As Picture

CHECKLIST BEFORE SUBMITTING YOUR PRESENTATION

- ❑ Test your presentation to be sure it's legible from 5-7 feet around the computer screen
- ❑ Make sure “builds” appear in the order you require. (Note: that excessive use of builds and animation may slow the presentation, so plan accordingly.)
- ❑ Convey any special presentation needs to your session chair.

Don't forget to register! Speakers and chairs attending spring and GCPS must submit a completed registration form with appropriate fee. Be sure to take advantage of advance registration discounts. Online registration is available on the AIChE website (www.aiche.org/gcps)

If you have any questions about the electronic poster session or the format of your poster, please contact the Electronic Poster Session chair or co-chair.