



Guidelines for the 2018 AIChE Spring Meeting & 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, 2018. 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 2018 AIChE Spring Meeting & 14th 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.