1. The session chairs will have your name and affiliation to use for your introduction. Please assist the session chairs with the correct pronunciation of your name. If you want to review or add any information, please meet with the session chairs prior to your session.

2. Please refer to the program for session room assignments (http://ieee-nems.org/2016/wp-content/uploads/2016/03/NEMS2016_Technical_Digest_Program.pdf). You are REQUIRED to be present at the session room in the break time before the session to meet with the session chairs and the Audio Visual Technician to connect your laptop and answer any questions that you or they may have. All computers MUST be connected BEFORE the session during the break time. You will find them near the stage.

3. You are required to bring your presentation on your OWN laptop computer. In addition to bringing your own computer, please bring your presentation file (i.e. pdf) as a BACK-UP in USB memory. This will be used as a back-up in case your own computer has a problem. One laptop computer (windows) for intermediate viewing on the screen is available at each session to be used for your presentation.

4. IMPORTANT - ALL laptops MUST have the sleep mode turned OFF prior to connecting to the switcher. This will save time at the podium.

5. The standard connection for laptops is a VGA connection. If you do not have a VGA connection on your computer please be sure to bring an adapter. For MAC users please make sure you are familiar with your settings to send the signal to the projector. If you are not, please make sure that you meet with the AV tech prior during break time before the session. Also be sure to bring your dongle for connecting to a VGA cable for the projector.

   Reminder - For those that live outside the country, please remember to bring your own adapter for power supply. The conference will NOT have any available adapter.

6. A laser pointer and a microphone will be provided.

7. It is critical that talks are kept on time. Please remember to strictly observe and not exceed your allotted time of 25 minutes for invited presentation including Q&A, and 15 minutes for regular oral presentation including 3 minutes for Q&A. A timing bell will assist in keeping the program on schedule. The assistant of the session chair will be responsible for programming and resetting the bell.

8. Your session chairs will make sure that your presentation time is STRICTLY observed. Attendees highly value the chance for Q&A after a presentation, and so we ask that you ensure your presentation fits within the allotted time. We provide the following suggestions to help keep your talk on time.

   a. The Session Chair will read the title of your talk and introduce you. We would discourage you from lengthy repeating of the title, or reading the list of authors.
   b. You should avoid lengthy outline, introduction, acknowledgement and conclusion slides.
   c. Remember that it will take a little time to set up your AV and introduce your talk. You should account for this time in your presentation.
9. Please REPEAT all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful for the question to be repeated.

10. In case you foresee having potential problems understanding questions from the audience, please do not hesitate to ask a senior person in your team to assist you in answering questions. The audience will greatly appreciate any such actions from the author team to ensure a good scientific communication.

**SLIDE PREPARATION**

- In order to maximize the visibility of your presentation, we recommend that you use color carefully.
- Backgrounds should be white or light in color.
- Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.
- Not all colors are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colors that are not easily seen on a clear background, except possibly as a local background in a boxed area.
- Use extra-wide line widths for color lines. Use a minimum line width of 1-point for lines in drawings.
- Be sure to leave a 10% safety margin on all sides of your slides.
- Some images (e.g., SEM and fluorescence images) do not project well using standard computer projectors. We encourage you to test these images with a projector before coming to the conference, and when necessary, adjust settings of the original to improve the quality of the projected image.
- Placing an institutional logo in the border is acceptable, so long as it doesn’t consume valuable screen area.
- The guidelines for font style and sizing in electronic presentations are as follows:
  - Text should be in black and Arial or Helvetica font is strongly preferred. These fonts have an equal line width for all parts of all characters and projects clearly. Furthermore, they are available on Microsoft PowerPoint. The “redeeming” feature of fonts like Arial, Helvetica, etc in this context is that they are sans serif fonts, which are better suited for presentation slides than, e.g., Times and other fonts with serifs.
    - The recommended font sizes are
      - 36 point for titles
      - 30 point for sub-titles
      - 24 point for indented bullets
      - Minimum 24 point for text on illustrations, graphs, figures, etc.
    - Note: text smaller than 24 point will be IMPOSSIBLE to read from the back of the room.
- Keep each slide simple. It is better to use a large font and two slides than to use a small font in order to squeeze your message into one slide!
- View your presentation from 1.5 meters (4.92 feet) away from your laptop or computer screen. If you cannot read the text from that distance, your audience will not be able to read it on a large projection screen.
Poster Session Guidelines

1. Posters will be held in the “Room P” (CHIYO 1) of the Taikanso hotel. Refer to the technical program for your assigned date, time, and poster number (http://ieee-nems.org/2016/wp-content/uploads/2016/03/NEMS2016_Technical_Digest_Program.pdf). The attached floor plan shows poster locations.

<table>
<thead>
<tr>
<th></th>
<th>Poster session 1</th>
<th>Poster session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTER</td>
<td>A4P-B-1 – A4P-B-68</td>
<td>B3P-B-1 – B3P-B-64</td>
</tr>
<tr>
<td>TIME \ DATE</td>
<td>Monday, April, 18</td>
<td>Tuesday, April, 19</td>
</tr>
<tr>
<td>SET UP</td>
<td>9:00–10:30</td>
<td>8:30–9:25</td>
</tr>
<tr>
<td>POSTER SESSION</td>
<td>17:15–19:05</td>
<td>13:20–15:10</td>
</tr>
<tr>
<td>TAKE DOWN</td>
<td>19:05</td>
<td>15:10</td>
</tr>
</tbody>
</table>

On your assigned day, please plan to spend the entire session at your poster for questions and discussion. All posters must be removed after the session immediately. You are responsible for your poster. All posters left late will be disposed. Please remove your poster promptly.
2. **POSTER PREPARATION**

Please use poster paper or tissue ONLY to prepare your poster. Do NOT print your poster on fabric or laminate the poster as they will NOT stick to poster board. The poster board is self-standing. There will be one poster per board. The actual space where you may place your poster is 210 cm high x 90 cm wide. Maximum paper size is A0. Your poster CANNOT be larger than this. It may be smaller if you wish. We will provide material to place your poster on the board by tacks and push-pins.

Poster Diagram - Please note that diagram is not to scale.

3. **EFFECTIVE POSTER PRESENTATIONS**

- When planning a poster presentation, it is useful to keep in mind the advantages of a poster over podium presentation. Posters are available only for viewing over a day and interested viewers have scheduled time for discussion.
- The title of your paper should appear at the top of your poster. The size of the characters should be at least 2.5 cm (1”) high. Below the title, place the authors' names and affiliations.
- It is important that you remember that the audience viewing your poster and listening to your presentation will be 2 meters (6 feet) from your poster. Please double-check your poster from 2 meters (6 feet) to ensure good readability.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- Please be advised that audio-visual equipment will not be provided for poster presentations. You may bring your own laptop computer and run it off your battery (power will NOT be available).
- The flow of your poster should be the center of the poster board.
- Make your poster as self-explanatory as possible, so that you will have time for in-depth technical discussions.
- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.