

26th International Photovoltaic Science and Engineering Conference
24-28 October 2016

Visual Presentation (Poster) Guidelines

The Visual Presentation segment of a conference is an excellent venue for active exchange of ideas between the presenters and the audience. The casual setting allows presenters to have more personal interactions with the audience, which could result in opportunities for potential collaborations.

To ensure a fruitful experience for all conference participants, some guidelines are detailed below to assist the presenters with their visual presentations at PVSEC-26.

Each visual presentation will be assigned a poster number (which is the abstract ID). The poster stands will also be labelled with these poster numbers. Please ensure that you mount your poster on the correct poster stand.

1. Preparation of the poster:

- The poster size should be A0 (841 mm width x 1189 mm height) in portrait orientation.
- Poster content and presentation must be in **English**.
- Place your Poster ID (i.e. abstract ID), Abstract title, Author's names (presenting author underlined), Organisation name and contact e-mail prominently in the header to enable easy identification of your poster.
- Poster content: Please include a background of your research, followed by the results and conclusions.
- Please ensure that the fonts used in your poster are at least 10 mm high and all information is clearly visible from a distance of 2 m.
- You have complete freedom in the types of information you display in your poster like figures, tables, text, photographs etc to support your presentation and make it more exciting to the audience.
- Printing of posters must be arranged by the authors/presenters. Printing will **NOT** be provided by the conference organiser.

- Mounting of the posters on the poster stands will be on Wed 26 Oct 2016 (**for Area 1 and Area 3 posters only**) and Thu 27 Oct 2016 (**for Area 2, Area 4 & Area 5 posters only**), at 09:00-10:30 h.
- To facilitate the selection of posters for the PVSEC-26 Poster Awards, authors of Visual Presentations should upload an electronic version of their poster (pdf format) together with their mobile phone contact number to the PVSEC-26 webpage link at:
<http://www.pvsec-26.com/poster-submission>

2. Poster display and materials required:

- The posters will be mounted on numbered panels provided by the conference organiser. Mounting materials (e.g. scissors, velcro tapes) will be provided by the organiser.
- Posters with dimensions exceeding A0 portrait will not fit on the poster stands.

3. Timing of poster sessions:

- Posters will be on display on poster stands placed in a dedicated room at level 3 of the conference venue. Further details will be available in the final program on the PVSEC-26 website at <http://www.pvsec-26.com/detailed-programme>.
- For each poster presented in a poster session, at least one poster author must be present.
- The scheduled timings for the six poster sessions are:

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| Poster session 1: Wed 26 Oct 2016:11:00 - 12:30 | (topical Area 3, sub-areas 3.1 & 3.2) |
| Poster session 2: Wed 26 Oct 2016:14:00 - 15:30 | (topical Area 3, sub-areas 3.3, 3.4, 3.5) |
| Poster session 3: Wed 26 Oct 2016:16:00 - 18:00 | (topical Area 1) |
| Poster session 4: Thu 27 Oct 2016: 11:00 - 12:30 | (topical Area 5) |
| Poster session 5: Thu 27 Oct 2016: 14:00 - 15:30 | (topical Area 4) |
| Poster session 6: Thu 27 Oct 2016: 16:00 - 18:00 | (topical Area 2) |

4. Poster Awards:

All posters will be judged on (i) the scientific-technical quality of the content and (ii) the visual presentation of the material.

For each of the 5 topical conference areas, one poster will be given a Poster Award. The Poster Awards will be presented in the Conference Closing Session on Friday, 28 Oct 2016 at 15:30-16:30 hr. Poster Award winners will be notified in advance by email and are cordially asked to be present in the Closing Session to receive their awards.

5. Poster removal:

All posters should be removed by 18:30 hr on 26 Oct 2016, Wed (for Area 1 & Area 3 posters) and 18:30 hr on 27 Oct 2016, Thu (for Area 2, Area 4 & Area 5 posters). Any posters left beyond this time will not be the responsibility of the organisers and will be discarded by the venue providers.