



American Society for Precision Engineering

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## POSTER SESSION PRESENTATION GUIDELINES

1. Poster papers are expected to adhere to the same high standards as oral presentation papers. That is, they should contain significant technical results and data together with their interpretation without commercialism. A good format to follow is:
  - a brief introduction
  - results
  - experimental detail, if novel
  - conclusion
2. **The Poster Session will be held on Tuesday, October 17, from 3:30 to 5:00 p.m., and again on Wednesday, October 18, from 1:30 to 3:00 p.m.** We request that authors be present during the Tuesday session to meet with conference participants regarding the content of their paper. On Wednesday authors should feel free to circulate and discuss other papers.
3. A poster board, together with thumbtacks or pushpins, will be provided in the poster presentation area. The board's segments will measure 4 feet high x 8 feet wide (approximately 1.25 m high x 2.50 m wide), and will be set up horizontally.
4. Poster work should be legible from a distance of 6' to 10'. For best results, use a laser type printer or photo-typesetter. Double-spacing is best for ease in reading, and nothing less than 16 pt. type should be used. Graphs and charts should be a minimum of 8" x 11" with 30 pt. size type for captions and labels. Photographs, optical micrographs and SEM micrographs should be a minimum of 5" x 8" with dimensions (magnification) clearly labeled.
5. There is the option of placing the sheets of paper (8-1/2" x 11") in a vertical or horizontal position (or mixture of both) on the poster board. You may wish to trial-run the layout of your poster, leaving approximately 2 inches between each sheet. Plotter-created posters of a size larger than 7 feet wide by 4 feet high will not be accepted.
6. An 8" x 11" printed title panel (including the name of the author[s]), will be provided by ASPE for the top of the poster panel. **Title and author(s) shall be listed exactly as shown on the extended abstract.**
7. The panels for the Poster Session will be available on Monday, October 16, beginning at 5:30 p.m. **Poster Papers are to be in place no later than 3:00 p.m. on Tuesday, and must be taken down by 2:00 p.m. on Thursday, October 13.**

**Poster papers that have not been removed from the boards by the indicated time will be disposed of by ASPE staff. THE PRESENTATIONS WILL NOT BE SAVED FOR LATER RETRIEVAL.**

8. As you are already aware, part of the commitment of being a contributing author at the Conference is preparing a *four (4) page*, camera-ready, **8-1/2" x 11"** original of the abstract of your paper, which is due at ASPE Headquarters no later than **August 1, 2006**, in order to be included in the Conference **Proceedings** book and CD that are distributed at the meeting. Please refer to the Author Instructions to assist you in preparing this abstract.

Please direct any further questions to Erika Deutsch-Layne at ASPE Headquarters. The e-mail address is:  
[erika\\_layne@aspe.net](mailto:erika_layne@aspe.net)

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