

1st International Symposium on Tangible Software Engineering Education
9 October, 2009, Tokyo International Forum, Tokyo, Japan

POSTER PRESENTATION GUIDELINES

In order to communicate the key messages from your paper effectively, please take the time to read the following guidelines when creating your poster.

DEADLINE

Poster data should be sent to stans09@tangible.teu.ac.jp by Friday, October 2.

LOCATION

Poster boards will be located on the 6th floor of the Tokyo International Forum. A poster board with a number for identification purposes will be supplied.

POSTER PRESENTATION TIME

Delegates will be viewing posters during the morning from 10:30 a.m. to 11:30 a.m. and/or in the afternoon from 1:20 p.m. to 2:20 p.m.

PREPARATION OF POSTERS

The poster should be a visual presentation of your submitted paper.

Posters should meet the following criteria:

TITLE

The title should be the same as in the final paper.

CONTACT INFORMATION

Name, complete mailing address, telephone number, E-mail addresses and websites of all authors should appear on the poster.

SIZE

The poster must be portrait style and no larger than A0 size **841 mm wide x 1189 mm high (841 x 1189 mm)**. Posters exceeding these dimensions will be disqualified, and will not be displayed at the Conference.

LETTERING

The poster should be easily readable at a distance of six (6) feet.

ABSTRACT (Optional)

The abstract is an abbreviated, accurate representation of the poster. It should be no more than 150 words, summarize the essential information of the poster in lay terms and be able to stand by itself. Including an abstract with your poster is optional.

Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles.

RECOMMENDATIONS

TYPE OF TEXT	SIZE OF CHARACTERS	CASE/STYLE	GENERAL ADVICE
TITLE	40-48 mm or 200 point maximum	Title Case / Bold	At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.
HEADINGS	96 point is suggested 120 point maximum	Title Case	Headings such as “Introduction”, “Methods”, “Results”, “Discussions”, and “Conclusions” are useful.
CONTENT	36-42 point 64 maximum Single Spaced	Upper and Lower Case	The Text should be brief throughout. Any description of methods should be simple and concise.

- Ensure that your poster is clear and understandable without reading any oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful; however please note that these cannot be placed on the floor for safety reasons. The conference managers cannot take any responsibility for any handouts or poster packaging found on the floor. If you wish to supply handouts, you must provide a folder that can be attached to your board.
- After the title, the two most important sections are the Introduction and the Conclusion. On the basis of these two panels, readers will decide whether look at the poster details, and perhaps talk to the presenter. These two sections therefore need to be very simple, concise and visually attractive.
- Results should be presented graphically where possible. Avoid large tables of data.
- Use pictures, symbols and color. Figure legends are essential and should be short but informative.
- Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 10 inches x 14 inches.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

FORMAT

PDF, Word, and Powerpoint formats are acceptable. The data should be A0 size.