



CIRED 2011 – GUIDELINES FOR THE POSTER SESSIONS

Why make and present a Poster at CIRED?

Displaying an overview of your paper in the Poster Session gives you an opportunity to talk directly with individual delegates and go into much deeper discussion than is possible in a large auditorium.

You also meet groups of interested delegates during your presentation in the **INTERACTIVE GUIDED TOURS**. We strongly encourage all the authors to display their work in the poster session even if their report is also selected by the session chairman & rapporteurs for further oral presentation in main or RIF session.

1. Options

An author may opt for:

- Participating in the guided interactive poster tours (see below).
- Displaying his/her poster but not participating in the guided interactive poster tours; in this case he/she is supposed to stay next to his/her poster as much as possible during the relevant 'poster day' (especially during coffee breaks and lunch breaks) to answer delegates questions.

In any case, the posters for each session will be exhibited for one full day.

All authors are invited to express their interest in taking part in the poster session (interactive or non-interactive poster) by email to the Conference Organisers (n.marski@cired2011.org) by **March 29** at the latest.

A dedicated form is available here : <http://www.cired2011.org/documents/POSTER-SESSION-FORM.pdf>

Papers will be put on the list of poster presentations if you wish to have a poster. All authors willing to present their paper in poster session have to notify the organisers. No poster board will otherwise be available on site.

2. Poster content and format

- The poster should not contain too many text elements: don't overload your poster with text. Avoid for instance to simply present large copies -i.e. A1 or A2 format- of your original paper.
- Pictures, photographs, figures, graphics, workflow diagrams etc. are usually easier and more pleasant to look at, rather than long text blocks. Use colours!
- Indicate at least the key words or the strongest messages, regarding :
 - The context and the objectives of your work
 - The approach or followed methodology
 - The major results and conclusions
 - Future perspective
- Strictly commercial matters should absolutely be excluded but don't hesitate to clearly mention calls for future collaboration or needed partnership, if relevant.
- It is strongly recommended to use the CIRED 2011 poster template (<http://www.cired2011.org/documents/template-poster.ppt>) to prepare your poster. It is formatted for easy printing in A0 format.
- It is advised to write the number of your paper on your poster. This will be very helpful for other people to find more details about your work by looking at your paper in the conference proceedings.

3. Oral presentation during the guided interactive poster tours

Interactive Guided Tours for your poster's formal presentation and discussion are being organised.

- During this day, two groups of up to 25 delegates, lead by a guide, will pass next to your poster and you will be invited to give a 3 minute presentation and answer questions under the time-control of the guide.

The visits will be organised following this model :

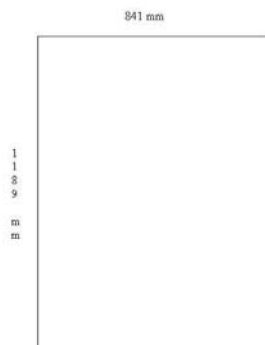
<u>Slot 1 :</u> 9:00 – 10:30	<u>1 group visiting</u> sub-area 1	<u>1 group visiting</u> sub-area 2
<u>Slot 2 :</u> 11:00 – 12:30	<u>1 group visiting</u> sub-area 2	<u>1 group visiting</u> sub-area 1
<u>Slot 3 :</u> 14:00 -15:30	<u>1 group visiting</u> sub-area 3	<u>1 group visiting</u> sub-area 4
<u>Slot 4 :</u> 16:00 -17:30	<u>1 group visiting</u> sub-area 4	<u>1 group visiting</u> sub-area 3

As 2 different groups will visit the same sub-area one after the other, each poster will have to be presented twice (during slots 1 and 2 or slots 3 and 4). You will be informed in which 2X90 min slots your poster is timetabled.

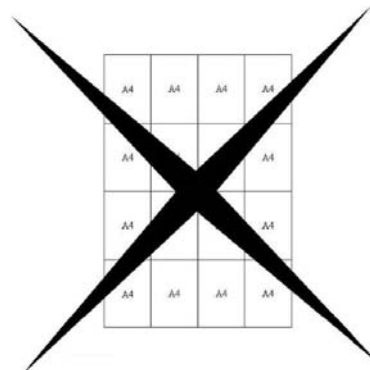
- So, be prepared for a 3 minute presentation of your poster (time depending on the number of posters scheduled within your session block) to a group of delegates. Please ensure that your presentation does not run over the time allocated.
- The way your poster is arranged is of prime importance to facilitate this short oral presentation, during which you will only be able to stress the key elements. So you need to be clear what these are and be aware how to explain them in a short time. **Laptop presentations will not be accepted.**
- Organisers will provide microphones to authors in order to allow participants to listen to them. Participants will be equipped with wireless headsets.

4. Poster board

- A display board of 950 mm wide x 2380 mm high ONLY (portrait format - see below) will be provided. It is strongly recommended to limit the usable surface to 841X1189 mm (standard A0 format). You may use this area at best for presenting your paper and the related work according to the above recommendations.
- It is strongly recommended to use standard A0 format (841 mm X 1189 mm) as printing format (the poster template is formatted in A0). Using several A4 sheets on poster board will not be allowed.
- The Conference organiser will equip it with the identification reference number of your paper (the reference you got when submitting your abstract online and as it appears in the programme).
- Tape should be used to hang your poster up. Presenters are to manage everything by themselves



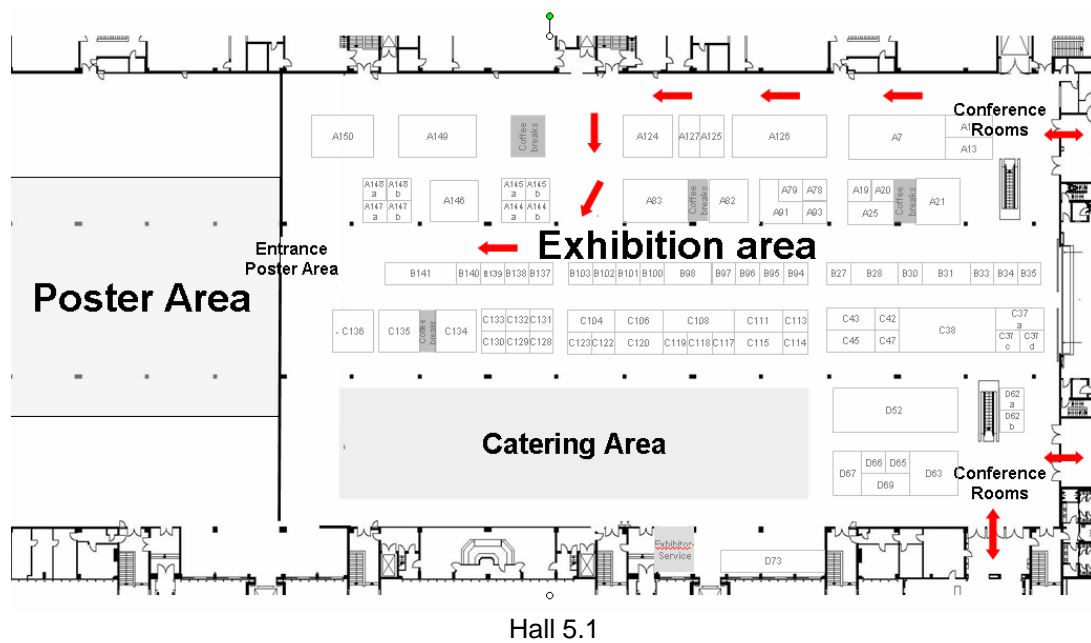
Recommended printing format (A0)



To be avoided printing format (several A4)

5. Poster area

All the poster presentations will be on display in the poster area located at the back of the exhibition area (Hall 5.1), from 9.00 to 17.30 hrs.



Authors will be notified about the exact place where they have to hang their posters.

The presentations will be grouped by session and according to the following schedule:

- Session 1 : Network components
- Session 2 : Power Quality and Electromagnetic compatibility
- Session 3 : Operation, control and protection
- Session 4 : Distributed energy resources and efficient utilisation of electricity
- Session 5 : Planning and system development
- Session 6 : Distribution business and impact of regulation

Tuesday, 7 June		
09.00 - 10.30 hrs	Session 1 : block 1 / block 2	Session 5 : block 1 / block 2
11.00 - 12.30 hrs	Session 1 : block 2 / block 1	Session 5 : block 2 / block 1
14.00 - 15.30 hrs	Session 1 : block 3 / block 4	Session 5 : block 3 / block 4
16.00 - 17.30 hrs	Session 1 : block 4 / block 3	Session 5 : block 4 / block 3
Wednesday, 8 June		
09.00 - 10.30 hrs	Session 3 : block 1 / block 2	Session 4 : block 1 / block 2
11.00 - 12.30 hrs	Session 3 : block 2 / block 1	Session 4 : block 2 / block 1
14.00 - 15.30 hrs	Session 3 : block 3 / block 4	Session 4 : block 3 / block 4
16.00 - 17.30 hrs	Session 3 : block 4 / block 3	Session 4 : block 4 / block 3
Thursday, 9 June		
09.00 - 10.30 hrs	Session 2 : block 1 / block 2	Session 6 : block 1 / block 2
11.00 - 12.30 hrs	Session 2 : block 2 / block 1	Session 6 : block 2 / block 1
14.00 - 15.30 hrs	Session 2 : block 3 / block 4	Session 6 : block 3 / block 4
16.00 - 17.30 hrs	Session 2 : block 4 / block 3	Session 6 : block 4 / block 3

6. Set-Up and Removal

- Poster should be set up between 08.30 - 09.00 hrs the day of its presentation and removed from 17.30 - 18.00 hrs the very same day. Once set up, presentations may be left for free viewing during the whole day.
- If the removal is not done in time, automatic removal will be done by technical staff. In these cases, the posted material will be lost.