



## GUIDELINES FOR REMOTE POSTER PRESENTATION

As a remote poster presenter, it is your responsibility to have your poster presented at the conference. You may either print and ship your poster or print your poster in Munich and have it shipped to the conference. You are responsible for any and all charges with either option. Please email us at [sgalloway@pmmiconferences.com](mailto:sgalloway@pmmiconferences.com) with your tracking information for either option.

### OPTION 1 – SHIP POSTER

Your poster **MUST** arrive by **Friday, 13 January**, but no sooner than Tuesday, 10 January.

Your label **MUST** have the following information and include your poster number:

**FIRST:** Ramona    **SURNAME:** Krapels  
**COMPANY:** Science Congress Center Munich (SCCM)  
**STREET HOUSE #:** Walther-von-Dyck Straße 10  
**ADDRESS SUPPLEMENT:** MEMS 2023 Conference – Poster # \_\_\_\_\_  
**ZIP:** 85748  
**PLACE:** Garching bei München  
**COUNTRY:** Germany  
**PHONE:** +49 89 614 25 6801

### OPTION 2 - POSTER PRINTING IN MUNICH

We recommend that you place your order no later than **Tuesday, 3 January**.

Make sure to include delivery to the above address as we will **NOT** be able to pick-up.

BannerKönig  
<https://www.bannerkoenig.de/shop/fotoposter/>

Remember, the maximum size of your poster should be 118cm wide x 142cm high, however, it may be smaller.

In the “**ORDER NOTE**” section, include that your poster must arrive by **Friday, 13 January**.



## POSTER SIZE

The actual space where you may place your poster is:

- 118cm wide x 142cm high
- Your poster CANNOT be larger than this. It may be smaller.

There is not a template. You have the freedom to design the poster and you may use any program to create it.

## EFFECTIVE POSTER PRESENTATIONS

- The title of your paper should appear at the top of your poster in CAPITAL letters. The size of the characters should be at least 2.5 cm (1”) high. Below the title, place the authors' names and affiliations.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- The flow of your poster should be from the top left to the bottom right.
- 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.
- If you would like to add the conference logo to your presentation, it may be found on the author page of the conference [website](#).