

Presenter Guidelines

Oral Presentation

- Please include the COMSOL Conference logo on the first – or title slide – of your presentation.
- Prepare your presentation for the time allotted, allowing for a few minutes to answer questions at the end. Contributed presentations are scheduled for about 12-15 minutes. Invited speakers will generally be scheduled for 20-30 minutes, depending on the session. You will be notified of presentation length in the abstract approval notification email.
- Plan to meet with your session moderator at least 15 minutes prior to your session.
- Please load your presentation file, in the .ppt or .pptx format, on a portable media device such as a USB memory stick and provide it to the session moderator ahead of your talk.
- If you want the session moderator to mention something in particular during your introduction, please let them know in advance.
- Sessions will follow a strict schedule, so please keep in mind the time limitation.

Poster Presentation

If you choose to present your work in the poster session, you must prepare a poster as per the instructions given below and submit it online through the My Conference page by **September 4, 2015**. It is required that you submit your poster online ahead of the conference. COMSOL will print the poster and display it before the start of the conference.

Instructions for Preparing a Poster:

Provided for your use is our poster template. We encourage you to use this template as a guide to help you with your poster. You can find the template at www.comsol.eu/conference2015/call-for-papers.

1. The poster size is A0 (841 x 1189cm) Portrait Style. We recommend you prepare the poster in Microsoft® PowerPoint. Tip: Make sure you set the page size to A0 before preparing the poster. You must leave at least 1” margin on all sides to avoid cropping during printing.
2. A clear white or light background color is suggested.
3. Less text and more graphics is suggested.
4. Suggested font (size)
 - Title - Arial (86pt)
 - Author Name and Affiliation - Arial (48pt)
 - Figure Caption - Arial (25pt or higher)
 - Rest of the text in the poster - Arial (30pt or higher)Use these fonts and sizes as a guideline to prepare your poster. You can use other font sizes. However, make sure the minimum font size on your poster is no less than 25pt.

5. Please keep all margins clear.
6. After preparing the poster in Microsoft PowerPoint, save it in PDF format and submit it online through the My Conference page.

COMSOL Conference Logo for Presentations and Posters:

COMSOL
CONFERENCE
2015 GRENOBLE