

Dear AIB 2007 Interactive Paper Session Author:

In less than a month we will be happy to welcome you to Indianapolis, U.S.A.! We thought it would be helpful to send you instructions regarding the organization of the interactive sessions. There are many things that each of us can do to ensure that the interactive paper sessions are rewarding.

Please keep in mind that AIB requires all interactive paper session presenters to be registered for the conference. Please do not delay in registering for the conference. The regular registration deadline is **June 1st**.

Please check the details of your interactive paper session by going to the AIB 2007 website and clicking on: <http://aib.msu.edu/events/2007/PreliminaryProgram.asp>.

Please take a look at the pictures from the Interactive Sessions at the 2005 Quebec Conference: <http://aib.msu.edu/events/2005/pictures/PosterSessionsandExhibits/index.html>. This will give you a good idea of what the interactive sessions look like and what you should prepare for your presentations.

You should try to set up your boards earlier in the day (during the morning coffee break or 15 minutes before the interactive sessions begin). Each poster board will be marked with the name of the author, so make sure to locate your board. The poster boards will be 244 cm (96") long and 100 cm (39") wide. As the 80 cm (31.5") part from the bottom will not be very efficient to use, you can prepare something for a usable area of 165 cm X 100 cm (65" X 39") where you can attach one or more sheets of text, data and/or graphics. Volunteers will be available to assist you and to provide you with velcro dots and other supplies that can be used to stick your presentations to the poster boards.

Please find below suggestions prepared by former AIB program chairs:

1. Put up a header or banner with the title of your paper, your name and university/affiliation. Print in as large a font as your printer can handle. Shorten the title of the paper if necessary. Do not make the header/banner any longer than 100 cm (39") (the width of the board).

2. Please use a LARGE FONT for all your individual sheets – so large that the text can be seen from THREE FEET away. We suggest you print one page this way, then stand three feet away and see if you can read it; if not, make the text bigger. Try to make your presentation eye-catching, by using large charts, tables, and graphs. Most importantly, do NOT post pages from your manuscript. Here are pictures from last couple of years' "best practices" to give you an idea of how you can design your poster:

- [Sample 1](#)
- [Sample 2](#)

- [Sample 3](#)
- [Sample 4](#)

3. Please bring 40 copies of a 2-3 page handout. We know people don't like to carry much paper either to or from conferences, so we recommend doing a handout of your poster pages, six pages to a page, double sided so that the handout is one to three sheets of paper maximum. Any copies of handouts left over after the session should be taken to the AIB Registration Desk that will see that they are made available to other AIB participants who may have missed your session due to other commitments. (We will have a place where leftover summaries can be put for browsing.)

4. Another useful item is a bowl on the floor (bring one down from your room and then return it) or an envelope tacked to your poster board where individuals can drop their business cards and request copies of the paper.

Remember that lunch is being served in the same room, so there will be a crowd, people will be moving around and looking to talk to you about your work. Discussion will be informal as people circulate around the room, asking questions and engaging in debate. Should you encounter any problems with setup of

your posters just look for a volunteer who will be identified by their name badge. If you do not find a volunteer nearby and you have any questions, please ask the AIB registration desk which will be conveniently located outside the Exhibit Hall space.

If you haven't yet done so, please do make your hotel and flight reservations, obtain your visa and register for the conference.

Looking forward to seeing you in Indianapolis!

Best regards,

A handwritten signature in cursive script that reads "Oded Shenkar".

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