

**Sixth International Conference on
STRUCTURES IN FIRE (SIF' 10)**
Wednesday, 2nd June to Friday, 4th June 2010
Michigan State University, USA

Poster Presentations – Guidelines

Congratulations on your acceptance to present a poster at the **Sixth International Conference on Structures in Fire!** This is an excellent opportunity for you to share knowledge and information with your colleagues. The following guidelines will assist you in preparing your poster.

Poster Sessions

- Posters will be displayed in the Lincoln room of Kellogg Hotel & Conference Center.
- At least one author of the poster (paper) must be registered for the Conference. Each poster will be presented in the poster session indicated above.
- Posters will be mounted on boards on the first day (AM) of the conference and should be unmounted on the last day (after lunch) of the conference.
- Any posters that have not been unmounted will be removed and discarded by the Secretariat. Authors are responsible for displaying and removing posters.

Size Specifications & Printing Instructions

- Posters will be displayed on a 48" x 48" (1.22m x 1.22m) poster board within a 42" x 42" (1.1m x 1.1m) space (including border and lamination).
- Posters may be a single piece or multiple pages as long as they fit within these dimensions.
- Velcro tabs will be provided for mounting the posters to the poster boards. Use of push pins and tape is strictly prohibited.
- All posters must clearly display the following at the top of the poster:
 - Poster Title
 - Author Name and Affiliation
 - Posters may be exhibited in any format. However, characters should be legible from a distance of 7ft (~2 meters). Minimum 16 font size is recommended.
- Single copy of posters can be printed by Conference Secretariat if the PowerPoint file and payment are received by May 28th 2010.
 - Due to limitation of printing facility on campus the poster has to be no more than 35" x 42" (.9m x 1.1m) without lamination.
 - Printing cost for each poster would be \$55 for printing and lamination. The amount should be sent by credit card to Laura Taylor (taylorl@egr.msu.edu) before May 28th 2010. The PowerPoint file should be sent by email to Mr. Nikhil Raut (rautnikh@msu.edu).
 - Poster files should be in a PowerPoint format with all fonts embedded and of the exact size of the poster.

Presentation Procedure

- Presenters (of posters) are expected to be next to their poster during the poster session to explain their work and answer the questions that may be posed by the conference attendees.
- All coffee breaks are arranged in the 'Poster Hall'. The conference committee encourages attendees to view posters during the coffee breaks as well. So authors are required to ensure that posters are mounted on the 1st day of the conference.

Best of Luck for your Poster