

IEMDC extends its gratitude to you for presenting your paper at IEMDC. Please review and follow all the guidelines provided below. **If there are any company approvals required, please allow time for that process**. If youhave additional questions or concerns please email laura.b@rna-associates.com.

FIGURES AND TABLES: Figures and tables, and their captions must be legible to the poster   
viewer. In general, please use 14-point font or larger.

AUTHORS: List of all authors and their affiliations placed just under the TITLE. Use full names of   
authors.

List authors in order, with principal author first. Include affiliation and email address for each   
author.

Suggested in poster: INTRODUCTION, METHODS and/or AIMS, RESULTS/DISCUSSION,   
CONCLUSIONS.

FORMAT: Use the following format as a guide for your poster:

Required in poster: TITLE, AUTHORS, ABSTRACT, REFERENCES.

TITLE: Include the full title, centered at the top of the poster.

**Poster Size:**

landscape. (Width is greater than height)

● **Poster may not exceed 4 feet wide by 3 feet high**. The format of the poster bulletin is

**IEMDC Poster Session Instructions**

**Poster Guidelines:**

**Printing Options near The Westin Houston**

Poster printing options near The Westin Houston are available. Email your poster in .pdf format and indicate the size you need to: store2071@theupsstore.com. They will then email you with your next steps. Payment can be made by credit card (by phone or form). Posters can be picked up at The UPS Store Kingsride Lane at 12335 Kingsride Lane Houston, TX 77024, located .4 miles away from The Westin Houston. To ensure your poster is printed on time through this location, please submit the pdf of your poster no later than **May 16, 2025.**UPS phone number for questions: (713) 465-3922. Please refer to the website for hours of operation: [The UPS Store](https://locations.theupsstore.com/tx/houston/12335-kingsride-lane?utm_source=Yext&utm_medium=organic&utm_campaign=Listings) .

Each paper must have a full conference registration completed by March 31, 2025. Any paper   
not registered after that date risks being left off the conference publication. Any attendee that is   
unable to travel to the conference due to public policy will be refunded in full, but must notify us through the registration portal by April 16th in order to receive a full refund.

**Registration Requirements**

**IMPORTANT: A single author cannot present more than two posters in the same poster**   
**session. Once the program is announced, please verify this, and notify us if the presenting**   
**author has 3 or more posters in the same session. If you have multiple posters to present,**   
**please email us to ensure your posters are placed adjacent to each other.**

**Important** \*\*When emailing your poster file, put in the sizing (in inches = 48 in. x 36 in.) and   
include instructions (laminated or not laminated, color or black and white, person picking up - if   
different from yourself, etc.)

Poster Session Presenters are given an hour and a half time frame they will present. These   
sessions are very interactive and all poster presenters must remain near their poster for the   
duration of the session. You may step away to get coffee, but please return to your poster to   
answer any questions. Poster Sessions will be held from 5:30 - 7:00 PM on Monday, May 19 and   
from 1:30 to 3:00 PM and 3:30 – 5:00PM on Tuesday, May 20.

HEADINGS: Label section headings and sub-headings clearly and consistently. Have sections that   
address background/context, proposed solution, results, and conclusion.

ACRONYMS, ABBREVIATIONS, AND SYMBOLS: Spell out acronyms, abbreviations, and symbols   
the first time they are used.

ABSTRACT: List your assigned Abstract Number first. Then provide a final summary of the   
presented work, including major results, conclusions, and how they were formulated.

REFERENCES: Include a few key references on the poster. These can be a subset of the   
references included in the paper.

**Presentation Length**