

POSTER GUIDELINES METAL 2019

Neuchâtel, Switzerland
September 2-6, 2019

Authors are requested to review this entire document and familiarize themselves with its contents prior to drafting/submitting their poster.

Overview

A Poster Session is a graphic presentation of an author's research. Posters should be focused, graphic and ordered with authors illustrating their findings by displaying graphs, photos, diagrams and a small amount of text on the poster.

- Contributions must be submitted via the Paper-flow website (<https://metal2019.paper-flow.com>)
- Submitted files must not exceed 10MB per poster. Note that this is the maximum size allowed for the review process only. You may save the file at a larger size for printing.
- The deadline for submitting posters is April 1, 2019. No posters will be accepted after this date.
- Posters must be submitted and presented in English.
- Conference attendance by at least one author is mandatory for selection and abstract publication.
- Copyright forms **MUST** be submitted with the poster. Poster abstracts will not be published without the signed form on file (see below).
- Posters are limited to vertical/portrait orientation only. No horizontal/landscape oriented posters will be accepted. See below.
- Authors are responsible for printing their own poster and bringing the poster to the conference. The submitted file is for review only.

Poster Submission

Completed posters should be submitted through the Paper-flow website at <https://metal2019.paper-flow.com> **no later than April 1, 2019**. This is the same platform

through which abstracts were submitted. Please use the same login information used for submitting the abstract. Once logged in, navigate to the following

1. Click on the accepted paper title under My Contributions.
2. Click on the Poster Files tab at the bottom of the page.
3. Click on Submit New File.
4. Upload the file. Only one poster file can be uploaded per contribution. Important: the maximum file size that can be submitted for review is 10MB. Note that the submitted poster file is for *review only* and should not include images that are excessively large in size.
5. Upload a copyright transfer agreement using the same method as for the poster file. Note that only one copyright form can be uploaded. Please upload the signed form via the same mechanism used for your poster file. As there is only one file slot available for the copyright transfer agreement, before uploading, multiple forms must be combined into a single continuous PDF or zipped into a single file. If you have difficulties with this process please contact an admin at admin.metal2019@paper-flow.com
6. Click on 'Back to Contribution Detail'.
7. Click on Submit for Review at the top right side of the page. Important: this button must be checked when ready to submit the file.
8. After submitting the file, no further materials can be uploaded until an Admin releases the contribution back to you.

Poster Abstract for Publication

The poster abstract that was submitted for the conference will be published in the proceedings. Authors will have an opportunity to edit/change the abstract before it is final. All abstracts will be edited, as required. The style in use for the Metals Working Group publications does not include footnoted references in the abstract. If authors absolutely must include a reference in their abstract, it must be contained in the body of the abstract, and not as a footnote. Footnoted references will be removed.

Please complete the 'Author Copyright Transfer Agreement' sent with these guidelines. Poster abstracts will not be published without this signed form on file. All co-authors must sign the agreement.

What a Poster Should Include

- Title: project title
- Authors: primary author and names of collaborators/co-authors. Please assure that all email addresses for both primary and co-authors are accurate.

- Purpose (or Objectives or Introduction)
- Methods
- Results or Findings
- Discussion
- Summary/conclusions
- If the project is completed, this will include research conclusions
- If the project is on-going, this can include what remains to be done
- Acknowledgments: include any sources of funding received

Template

To assist authors, a simple poster template is available for download. All fields on the template are examples only and can be edited. The size of the text boxes, images, colors etc. can all be edited, the template is merely an example to get started.

Authors may wish to use the template, or design one of their own. If designing a template, software options vary: PowerPoint (easiest method), Adobe Illustrator, and many others.

Poster Orientation and Size

Due to limited space at the conference venue, and in order to accommodate all poster submissions, **posters must be in a vertical/portrait orientation. No horizontal/landscape oriented posters will be accepted.**

The maximum poster size that can be displayed is A1 size - 594 (width) x 841 mm (height) (23.4 x 33.1 in). Posters over this maximum size will not be accommodated.

Poster Development Tips

- Be wary of crowding a poster. Take advantage of white space.
- Keep it simple! The poster is not a mini-paper with excessive amounts of text. It should be a visual display of data with small blocks of supporting text.
- Arrange the material in a logical progression. Use columns to organize the material.
- The material should be well labeled and legible from a distance of 10 to 15 feet away. Lettering should be bold. If including text, use a large font size (24 point font) on white, non-glossy paper. Use 1-inch margins. Avoid use of fancy fonts. Use upper and lowercase letters. Sans serif fonts such as Veranda are much easier to read than Serif fonts.
- Location of the poster title should generally be across the top and displayed prominently. Headings and subheadings should be displayed in relationship to the body/block text they lead.

- An introduction to the poster should be clear, engage the audience and inform them of the message you want them to take from the poster.
- Readers should be logically led in the correct direction from heading to heading by a clear narrative and attractive and logical design.

References

If references are required in the body of the poster (not in the abstract, see above), they should include *only* those publications that are cited or referred to in the poster text, listed at the end, alphabetically by author. Where two or more publications by the same author are cited, they should be listed chronologically, beginning with the earliest date. Use the author: date system for all references.

Examples

Book

Feller, R.L., N. Stolow, and E.H. Jones. 1985. *On picture varnishes and their solvents*. Revised ed. Washington, DC: National Gallery of Art.

Article

Rees-Jones, S. 1993. A note on the transfer of light into and out of paintings. *Studies in Conservation* 38(4): 174–179.

Chapter

Stoner, J.H. 1992. The mortality of things. In *Caring for your collections: preserving and protecting your art and other collectibles*, ed. H. Whelchel, 10–17. New York: Harry N. Abrams.

Internet publication

Online sources that are analogous to print sources (such as articles published in online journals) should be cited similarly to their print counterparts, with the addition of a URL.

Example: Meacham, W. 2010. *Frad, J.C.*, 'Uncovering the Decoration Techniques of a Southeast Asian Lacquered Buddha Sculpture'

<http://e-conservation.org/issue-2/39-Lacquered-Buddha-Sculpture>

When citing a reference in the body of the text, include the author's last name and publication date in parentheses, for example:

(Grattan 1987) or Grattan (1987) described a method . . .

If there is more than one reference, the order is chronological, for example:

(Grattan 1987, Young 1991, Beentjes 2010)

When a specific page, section or other division of the work is cited, it follows the date, preceded by a comma: (Krop 2010, 73) (Werner 1972, 58–60)

Poster Session and Flash Presentations

All poster authors/presenters are required to be in attendance at their poster during the designated **conference poster session**. During the poster session, authors are available to provide a ‘guided tour’ through the poster, and answer questions about the research. Authors may also wish to prepare a summary handout of their poster.

In addition to the poster session, all presenting poster authors will be invited to participate in a **Flash Poster Presentation Session** during the main conference session. During the flash sessions, presenting authors will have an opportunity to show a maximum of two slides to focus attention on the topic of the poster. All flash talks are meant to be very short – 3 MINUTES, AND 2 SLIDES ONLY. The purpose of the flash presentation is to stimulate the audience to view the poster and to discuss the research with the author during the breaks or the poster session where the poster is displayed for the full conference.

A poster mounting, presentation and removal schedule, and further information about the flash session will be provided to all authors once the poster program has been finalized.

Reminder: Conference attendance by at least one author is mandatory for poster selection.
Conference registration details will be available early in 2019.

Traveling with Your Poster

In case the poster does not arrive, we suggest bringing a copy of the file on a USB thumb drive so that it can be printed in Switzerland if needed. Many airlines now require that poster tubes be checked rather than brought as carry-on luggage. Please check with your airline prior to travel.