



2025 IEEE PES General Meeting Instruction for Poster Session Authors

The Poster Session for all technical committees will be held on Monday evening, 28 July 2025, 5:00 PM – 7:00 PM

All presenting authors must follow these guidelines:

1. Your poster must fit on a 4-foot by 4-foot board, there is no template for the poster, we suggest having the title and paper number on the poster.
2. Between 3:00PM and 5:00PM on Monday, please bring your poster to the assigned room to post it on **the assigned board**. Please exit the room once you have pinned up your poster. Doors will open for the event at 5:00PM. **Do not come to the room prior to 3pm to post your poster.**
3. ***Check for your assigned board. Please see the poster session handout which will be emailed to you, posted on the website or in the app with the board number that corresponds to your paper number prior to the meeting. **Post your poster at the assigned board only.** If you don't know your board number, PES staff and volunteers will be on site to assist you in finding your assigned board. **If you know your board number, you do not need to check in with the PES staff.** Staff members will come around to take attendance, again you do not need to check in if you know what board to post your paper. If you post your paper to the wrong board, it will be removed. Push pins will be provided for mounting.
4. ***Please note that your board assignment cannot be changed. Attendance will be taken at the Poster Session. If your poster is not on the appropriate board, you will be marked Absent, in which case your paper will not be posted to IEEE Xplore post conference.***
- 4a. *****If you have 2 posters, post both posters on their assigned boards, then add a note to one of the boards stating – "the author is presenting this paper at board number "ABC".***
5. Poster Session regulations require that authors remain with their posters for the duration of the event in order to discuss their work with interested attendees. Occasional short breaks are permitted.
6. At 7:00PM, when the Poster Session ends, please remove your poster. Please do not remove your poster prior to 7:00PM