

Poster Sessions Guidelines

The poster session is an important part of the workshop and some very general guidelines have been developed to help you prepare.

Each “poster” will be provided a blue tri-fold presentation board as shown in Figure 1.

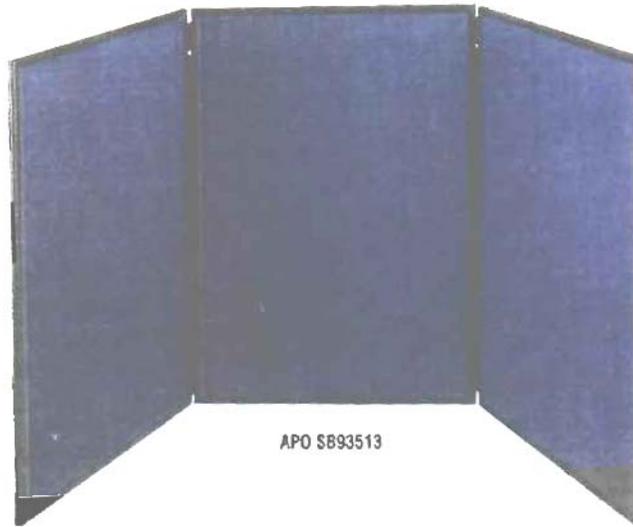


Figure 1 Tri-Fold Presentation Board

Each of the three panels are approximately 36 inches high x 24 inches wide.

The displays should be constructed and ready for display at least one hour prior to the start of the poster session. Presenters should begin displaying their posters 5 minutes before the official start of the poster session. Presenters are *not* required to remain with their display during the entire poster session, but should have business cards available in front of their poster.

From the onset, you should note several things to avoid:

- **DO NOT** mount the text of your paper as the poster! Instead, have copies of your paper at your table for viewers to take.
- **DO NOT** use *less than 18 font* for any text you mount. Most viewers will be at least two feet away.

Below are particular points to consider when putting your poster together:

- Divide the contents of your poster into appropriate sections. For instance -- title of paper, author, institutional affiliation; abstract; methodology; data; results; conclusions. Be sure to include each section on a separate sheet(s) of paper.
- Use larger (than 18 font) lettering for the presentation's title, author and affiliation.
- Avoid fonts that are script or difficult to read.
- Be concise with your written material. Save elaborative points for discussion/interaction with viewers. For conclusions, focus on a central finding that lends itself to informal discussion.
- Use graphs, charts and/or tables (color if possible) to show results. Graphics help make your poster interesting.
- A splash of color here and there, perhaps highlighting central finding(s) or provocative results, will make your poster "stand out" from the crowd.
- Have a notepad handy when presenting at your poster session. It may be helpful in elaborating on your findings, or for taking names & addresses of people interested in your research.
- Bring and share business cards.

As individuals look over your poster, you have the opportunity to engage in a much more detailed discussion of your research, the methodology and your findings than in the other sessions. While you do not make a formal delivery of your paper, you will be able to engage in a more informal and more in depth discussion of your work. You may also find it convenient to bring copies of your paper (approved for public release, as applicable) to distribute.

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