▶ SCHEDULE

MONDAY, APRIL 28

- **SET-UP:** Posters must be set up in the morning before the poster viewing session begins. Posters will be presented in the registration area. Student Poster Competitors will also present in this area. You can pick any open poster board.
- **VIEWING**: Posters will be viewed from **5:00 to 6:30 PM** (this time is during the Opening Reception and is specifically set aside for you to be available to answer questions about your poster)**.**
  - **ATTN Student Presenters**: If you are presenting AND competing in the Poster Competition, announce at the beginning that you are competing. If you do not announce you are competing, your poster will not be scored.
- **DISMANTLE: Posters must be dismantled directly after the viewing ends at 6:30 PM**. All posters must be removed from the area by this time. Any posters remaining after that time will be disposed of by the conference organizer.

▶ GENERAL INFORMATION

These instructions are designed to provide authors with guidance on a poster presentation. Poster presentations are an important part of our meeting. The poster session format provides authors with an excellent opportunity to interact and command greater audience interest than is normally available. By means of illustrations and brief texts mounted on large poster (bulletin) boards, authors will have an opportunity to communicate the results of their work to meeting participants on a one-to-one basis for a longer period than is normally available for oral presentations.

SPACE ARRANGEMENTS
Several rows of poster board holders make up the poster area. Each Poster Presenter will have a space that is 160 cm high x 90 cm wide. Authors should plan their poster materials to fit this space. All posters must be self-contained.

SUPPLIES AVAILABLE
The poster (bulletin) boards will be set up well in advance of the scheduled session. Push pins will be available in the room to assist authors in assembling their poster exhibit. No tables, electricity, audiovisual equipment or computers will be available for this session.

PRESENTER'S RESPONSIBILITY
Poster Presenters are asked to set up their poster exhibits so they can be ready for observation by the scheduled session time. Presenters must be in their assigned poster areas and be available for discussion with attendees during the poster session.

▶ PRESENTATION SUGGESTIONS

Poster presenters have one vehicle for presentation to the audience: (1) visual and oral contact during the poster session.

Visual contact is by the poster itself, which should contain the most important text and illustrations that the author would have in an orally presented paper. The poster exhibit should consist of illustrations (graphs, maps, cross-sections, photographs, etc.) explained by titles and a minimum of text. The use of color illustrations can enhance interest in the poster. As part of the poster exhibit, a sign indicating the paper title, name(s) of author(s), affiliation of author(s), and city and state or country is required. The size and number of items in the exhibit are left to the discretion of the author(s), but the "story" should proceed from left to right, top to bottom with a brief summary/conclusion text at the end. Generally, the posters should be made with the same care as would be used for the text of an oral presentation and following the rules for preparation of good slides for a visual presentation – bold, colorful, and uncluttered with unnecessary detail.

Individual poster illustrations should be not less than 8 inches by 10 inches in size. Items may be mounted on colored backing paper if an author desires to have colorful borders around the items. USE LARGE PRINT. All lettering should be large enough to be read from about 3 to 5 feet away. Hand lettering may be used, but it should be done neatly using guidelines. Typewritten information is satisfactory if the letters are at least ¼ inch high. The poster items should be made of lightweight materials so they may be mounted on the bulletin boards with thumbtacks.

Presenters should be available to speak to conference attendees to summarize the poster, answer questions, or expand on the poster with requested details. During the poster session, you should try to avoid having your time monopolized by a few observers if other observers are waiting to contact you. If necessary, you can make arrangements for further discussions at another time.

TIPS FOR EFFECTIVE POSTER PRESENTATIONS:
1. Do not place too much information on your board.
2. Lay out the flow from top left to bottom right. Add arrows or other visual cues to visually lead the viewer.
3. Do not use more than 4 colors for your text and graphs. Light backgrounds with dark text work best. Avoid Yellow and limit the use of Red and Green.
4. Photos should be of the highest resolution possible.
5. Label all graphs, exhibits, and drawings. They will serve as the initial draw for a viewer. They should provide a complete bit of information.
6. Define abbreviations.
7. Use a single font. Non-Serif Fonts are best.
8. If you must build the poster on-site, limit your construction to pre-printed 8 ½ " x 11" paper. If you can build the poster before the conference, laminate it for easier transport and for a more professional appearance.
9. Limit content so that it can be read in 10 to 15 minutes or 1,000 words maximum.
10. Interact with the viewers. Ask them questions. Do not be complacent and wait for them.

11. During the Opening Networking Reception and the breaks your viewing audience may be holding food and drink in their hands. Do not be offended if they cannot immediately shake your hand. Offer them assistance with their juggling act if you can. You should not be eating.
12. Place business cards in an easily accessible envelope on your poster.
13. Provide 8 ½ " x 11" paper versions of your poster. Make your contact information stand out.
14. Use pre-defined templates in MS Word or PowerPoint. Search for "poster template" on Google.
15. Summarize your poster in a single sentence just below the title.
16. Practice the introduction of your poster with a peer. Answer their questions as if you were in front of your poster. Stage the event.
17. Text boxes should be a maximum of 10 lines long and 40 characters wide.
18. Your poster will be viewed from 3 to 10 feet away. Design it to capture the passerby with your titles at 10 feet and your reader of the detailed text at 3 feet. Stand 4 to 6 feet away and let the viewer get comfortable.
19. Coordinate your wardrobe with your poster. Wear your name tag. Keep your hands out of your pockets.
20. If more viewers arrive in the middle of your presentation, continue on and do not start over.
21. THANK your viewers.