

## Poster sessions

### 1. General

- a. Poster locations will be assigned for the duration of the meeting. Each location will be available to the author(s) from 8:00 AM Monday morning to 3:30 PM Thursday evening.
- b. The poster sessions will be two hours long.
  1. 8:00 AM to 10:AM
  2. 10:15 AM to 12:15 PM
  3. 1:00 PM to 3:00 PM
  4. 3:15 PM to 5:15 PM\
- c. **Each paper is assigned to one two hour session. The Authors(s) are expected to be present at their poster for the entire two hour session.** They should be prepared to explain their paper to the collected audience, answer questions and interact as appropriate.
- d. The authors may be present at their posters during other sessions as long as it does not interfere with presenting authors.

### 2. Authors Breakfast Room 385, 7:00AM to 8:00 AM

- a. **One** author from each paper is **required** to attend the Authors Breakfast. on the day of the presentation
- b. **There is only room for one author per paper**
- c. Authors must meet with the session moderator and get last minute instructions.

### 3. Setup

- a. The locations are assigned, check at the poster desk for directions to your assigned site.
- b. **There will be one side of a board assigned to each session presenter.**
- c. The posters should be set up by 10:00 AM Tuesday morning and should stay up until 1:00 PM Thursday

### 4. Materials

- a. All poster materials except push pins should be provided by the Author(s)
- b. Push pins will be provided at the poster desk to attach poster materials to the back board.
- c. **The area for your poster materials is 8 feet (2.43 m) by 4 feet (2.22 m) with a 1 inch (2.54 cm) border.** See attached photo and drawing
- d. Please try your material layout before you arrive and make sure it fits in the assigned space.
- e. There is a curtained space under the poster stand that can be use for storage of materials. Security cannot be guaranteed.

## 5. Removal

- a. For exposure the posters can be left up for the duration of the conference.
- b. If the authors want to retain their poster materials they should be collected by Thursday afternoon at 3:00 or they will be removed by maintenance for disposal

## 6. Suggestions for a good presentation.

- a. The title of the poster session should be displayed in large font, 36 – 60 point, to help the audience find your paper.
- b. Your main point or conclusion should be in large font if it is not covered in the title.
- c. A font below 18 point is difficult for the audience to read. Try not to include any smaller print on your presentation.
- d. Avoid large sections of text in all capitals; it can be difficult to read. Use capitals and/or **BOLD** to emphasize your points
- e. Display the highlights of your presentation in larger font, 24 – 40 point. Use color to emphasize the important points.
- f. Pictures, charts and graphs are very effective when kept simple. Too much detail will obscure the main points. Use color!
- g. Information flow is most effective if it is from left to right and top to bottom.
- h. Your posted materials should be as self explanatory as possible. Attract the audience's attention and then answer detailed questions.
- i. Consider that the viewers will be two to three meters away from your material and adjust the print font, charts, graphs, and figures accordingly. The audience will not have the time or the space to read pages of text.
- j. The audience at poster sessions moves! They may want to visit several posters during the session. If you are planning to give a presentation of your material it will probably have to be repeated several times as the audience changes. Keep it short, hit the high points and invite questions.
- k. Some visitors may be very interested in your topic and will want to monopolize your session time with questions. This will turn away other visitors that are also interested. Recognize this as a factor and be prepared.
- l. The complete paper is available in the Conference Proceedings that all attendees will have. Refer the audience to the paper for detailed information.
- m. If you want to interact with certain audience members later, have cards with contact information available.

