GUIDELINES FOR PREPARING AND ARRANGING POSTERS

General
Each presentation should include an introduction to the topic, its key points, and a summary of the results. Your poster should be self-explanatory. This will help people who might come to view it while you are discussing particular points of your project with someone else. The poster session offers a more intimate forum for discussion than a lecture presentation, but can become difficult if you are obligated to devote your time to merely explaining your poster to a succession of viewers. Consider bringing reprints of your proposal to accommodate requests for a more detailed overview of your project.

Materials
To display your poster presentation, you will be supplied with a corkboard approximately 46" high x 94" wide (117 cm x 239 cm). Poster text may be printed directly on white paper or on thin, lightweight colored poster paper or cardboard. A lightweight paper or fabric background may be used for visual appeal and contrast. Do not use heavy board or foam core, as these materials may be difficult to keep in position on the corkboard.

Type Size
Your poster will be viewed from a distance of a meter or more. To aid public viewing, please make the type in your "Title and Author" section no less than 100 pt in size. All other text should be at least 20 pt. Use a heavy, legible font that is free from unnecessary ornamentation (such as Helvetica or **Helvetica Bold**). "Landscape" formatting of pages can increase line length, thereby enhancing readability.

Graphics, Photographs and Drawings
Avoid elaborate graphics with unnecessary detail. Presenting data in graphic form may be clearer and more memorable than including it in tables. Provide each figure with a legend stating a clear, concise message in large type. The legend can contain commentary that would normally appear in the body of a manuscript. It should describe the content of the figure and the conclusions derived. Details of the methodology should be brief and placed at the end of the legend.

Arrangement and Content
Besides the corkboard, each space will have a small table for your papers, handouts, and business cards. A Poster ID Card will be on the upper left corner of the corkboard. Please do not remove your ID card. When planning your poster, it may be wise to remain flexible in case the dimensions of the corkboard (46″ x 94″ (117 cm x 239 cm)) should change.

The title and author(s) names (at least 100 pt. high) should be centered at the top. Consistency in this will make it easier for viewers to scan and browse. In addition, you should include (in type at least 20 pt.) the authors' affiliation(s) and an address to which people can write for further information.

In general, lay out your poster so that the information flows down in columns, rather than across in rows. Your introduction should be placed at the upper left and your conclusion at the lower right. Number each part of the poster (the poster tiles) so that the flow of information is clear.

NOTE: High-contrast, large, clear text with appropriate graphics will draw attendees to your poster.

INSTRUCTIONS FOR THE DAY OF YOUR PRESENTATION

Setup and Takedown
Setup time is 7:30 AM to 1:30 PM on the day of your assigned poster session (7:30 to 8:30 A.M. for hybrids). Check-in at the registration desk.   The staff can help you locate your assigned corkboard with your Poster ID Card to mount your presentation. **Please provide your own pushpins and do not use tape**. Please remove your materials promptly at the conclusion of your session. Make sure that you clean out your poster area 30 minutes after each poster session. We cannot be responsible for any materials left behind.

Scheduled Appearance
Poster Session A is scheduled from 1:30 – 3:00 P.M. on Tuesday, June 27th.
Poster Session B is scheduled from 2:30 – 4:00 P.M. on Wednesday, June 28th.
Presenters are required to be at their posted space for their scheduled session.

Hybrid Presentation/Poster Session is scheduled Thursday, June 29 8:30 – 10:30 AM.