

# POSTER GUIDELINES

The vast majority of papers presented at the Convention will be in poster format. Poster sessions facilitate a researcher to discuss his or her research for an extended period, and allow attendees to select the presentations in which they are most interested. A successful poster requires care and planning so that information is self-explanatory. An extra hour or two spent preparing your materials and organizing your display will contribute toward achieving both coverage and clarity for a successful session.

## Setting and Materials

Posters are presented within groups of similar research topics. All posters will be presented in the Exhibit Hall and each will be allocated a board, **measuring approximately 8 feet x 4 feet (width x height), which is approximately 3 feet off the ground.**

Tags identifying you and your co-authors as poster presenters will be issued to you at the beginning of the session. Pushpins for mounting your poster materials will also be provided; if your poster requires any special materials that cannot be mounted via pushpins, you should bring your own mounting supplies. **No electrical outlets or audio-visual equipment** will be provided in the poster area even if you requested it in your submission. You must be prepared to deliver your presentation based solely on the materials that can be directly affixed to the poster board.

## Setting Up and Tearing Down

Each poster board will carry a number in the upper corner corresponding to the poster's listed number found in the program book. Poster presenters should arrive at the poster display area 15 minutes before the scheduled beginning of their poster session to set up their display materials. At the end of the session, display materials and all other materials must be taken down and removed from the areas.

## Display Materials

It is critically important that your display materials be both clear and visible. Most people will be viewing your poster from a distance. A note to keep in mind is that your material should be **easily read from a distance of 4 to 6 feet.**

It should be easy to identify the poster and the presenter(s) by including a complete heading on the poster. As a general rule, it is recommended that the title be in 1-inch print or larger. The authors and the affiliations can be in 1/2-inch or 3/4-inch size. It is not a good idea to include any display materials done in regular size type. Instead, you may wish to include text typed in a large, clear type, along with several large, clearly labeled graphs and other visual aids.

Figures that take up a full 8 1/2" by 11" page are adequately large, but even larger materials are desirable. If tables are included, they should be larger than an 8 1/2" by 11" sheet. Pictures, diagrams, and other materials of adequate size are often helpful. The creative use of colors in lettering background and figures can add considerably to poster appeal.

## Poster Content

Provide a short, clear, non-technical description of what you did, why you did it, and what you found. Sections of the Poster typically includes a brief **Introduction**, a **Methods** section with an overview of such things as subjects, apparatus, or details of procedure, **Results**, and a brief **Discussion**. You should keep references and reviews of the literature to a minimum; in a few sentences (or bullet points), say what you did, why you did it and what you think it means. The format, in other words, requires you to be a bit bolder in your style compared to research reports, and to condense complicated events into a few short sentences. The way to think about a poster is that it is a simplified scientific report, with a discussion-oriented format. The poster should communicate the issue and conclusion. The actual in vivo discussion should fill in the details.

## The Presentation

Your materials should be on display and you and your co-authors should be available to discuss the materials and answer questions. At least one author must be present at the board at all times.

Many presenters wish to provide handouts about their project. These may include an abstract of the paper or perhaps a copy of the complete paper itself. Other authors prefer to send reprints of their paper after the convention is over and provide "reprint-request" sheets. If you plan to provide handouts, a reprint-request sheet is still advisable since it is difficult to accurately gauge demand for handouts.

Sample Poster Arrangements

