POSTER PRESENTATION GUIDELINES

Presentations should be based on original completed research not previously reported in a research publication. Sound experimental design and interpretation are essential. All data must be in metric terms.

Abstracts scheduled for presentation in Poster Sessions are listed in the program.

We have dedicated a 2-hour block each morning for poster presentations only. The poster sessions will be from 7:30 am – 9:30 am Monday, Tuesday and Wednesday. Oral sessions will not begin until after the poster sessions are done each day. Please check the program for the day that you will be presenting your poster.

Each poster presentation will be scheduled for public viewing for the entire day (7:30 am to 5:00 pm), but the presenting authors are only required to be available from 7:30 am – 9:30 am. All posters should be mounted on the board by 7:00 am (one-half hour before the beginning of the day's session). The exhibit hall will open at 6:15 am on those 3 days. Posters <u>must</u> be removed between 5:00 pm and 5:30 pm each day.

The poster board surface area is 48" high and 96" wide. The top of the poster space should include the abstract number, title, authors, and affiliations. The lettering for this section should be at least 1" high.

Presenters <u>must</u> furnish their own tacks or push pins.
(Velcro may or may not work.)

Locating the Correct Poster Board

Please look for the poster board number as noted in the program (not the abstract number) to locate your poster board. Each poster board will have a number, which corresponds to the number in the program, **not** to the abstract number. Monday posters will have a "M", Tuesday a "T", and Wednesday a "W" preceding the board number.

Preparing your poster:

- The same principles of simplicity and clarity apply to both poster and slide presentations; a poster is a cross between an oral presentation and a printed-paper.
- Your story should proceed logically, with headings indicating sections: Introduction, Objective(s), Materials and Methods, Results, Summary, and Conclusions.
- Use photos or flow charts to help your audience better visualize the materials and methods used. Graphs should have titles, the axes should be named, and units should be quantified. Tables should also be titled.
- Include a small, professional picture of yourself near the abstract number and the title so people can identify you as the presenter of the poster.
- Avoid excessive use of text.

CONCLUSIONS SHOULD NOT MERELY BE SUMMARY STATEMENTS, BUT SHOULD PROVIDE THE READER WITH YOUR INTERPRETATION OF WHAT THE RESULTS MEAN.

- Have colleagues or peers review your poster and make suggestions. Ask questions before you produce the final copy of your poster.

Proofread your poster before making the final copy!

Characteristics of a Good Poster:
1) Text:

- short statements/paragraphs using bullet points
- concise lists – pertinent details only

2) Color:

- text – darker color on white or light-colored paper
- matting – darker or subdued colors instead of brilliant colors
- colors – limit number used to avoid busyness and distractions. Simple use can add emphasis

3) Text Size:

- bold, large, block style; mix capitals and lower case
- title legible from 5 to 10 meters
- text legible from 1.5 to 2 meters

A Sample of Poster Text

4) Layout:

- arrange poster sections from top to bottom, starting at the left side
- sufficient blank space is important
- use spaces to unify/separate sections
- avoid too many small sections (poster pieces), too many edges, and too many narrow spaces

5) Illustration:

- make graphs and tables as simple as possible; focus on the main ideas
- color and size are important
- photographs: matte finish is better than glossy; use photos only if they are clear and large enough

Presentation:

- Set up your poster well in advance of the presentation time.
- Arrive promptly for your scheduled presentation time.
- If your paper has been published, have extra copies of the paper ready to hand out to those that are interested. Other handouts or summaries are also acceptable, but none are necessary.

Suggestions From Authors Who Have Participated in Poster Sessions

- A short and legible "Introduction" and a "Summary of conclusions" chart are helpful to attendees.
- Keep text and figure legends short, but do not omit them.
- Simple use of color can add emphasis effectively.
- Use large print – at least 3/8" high. Shade block letters when possible.
- Roll poster materials and insert in a large mailing tube for ease of transportation to the meeting.