

## Poster Presenter Guidelines

A 4-foot high x 8-foot wide (122 cm x 244 cm) bulletin board, a sign indicating your paper number, and pushpins will be provided. Presenters should display the paper title and authors and affiliations on their posters. Authors should remain in the vicinity of the bulletin board for the duration of the session to answer questions. Please note that poster papers are not supplied with electricity or audiovisual equipment.

### Set-up/Tear-down

As a general rule, presenters should plan on posting their papers at least 1 hour prior to the poster session and taking down their papers within 30 minutes after the conclusion of the session.

### Suggestions for Poster Presentations

Posters should be readable by viewers 2 meters away. The message should be clear and understandable without oral explanation. The following guidelines have been prepared to help improve the effectiveness of poster communications.

#### Initial Sketch

Try various styles of data presentation to achieve clarity and simplicity.

#### Rough Layout

Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster. The rough layout should be full size. Print the title and headlines. Indicate text by horizontal lines. Draw rough graphs and tables. This will give you a good idea of proportions and balance. If you are working with an artist, show the poster layout to your colleagues and ask for comments. This is still an experimental stage.

#### Balance

The figures and tables should cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit the text, but keep it brief. The poster should be understandable without oral explanation.

#### Simplicity

Resist the temptation to overload the poster. More material may mean less communication. Prepare a 10 cm high headline strip that runs the full width of the poster. Include the title, authors and affiliations on the strip in letters no less than 2.5 cm high. Post a large, typed copy of your abstract.