



Session 3 - Commercial and Open Posters

Poster Guidelines
Wednesday, June 8th
5:30 p.m. - 7:00 p.m.

Please note that posters will be placed in front of tabletop displays during the poster sessions on Monday and Wednesday. The tabletop exhibits will NOT be part of the poster sessions as we need all available space for posters.

I. SET-UP Wednesday, June 8th 5:00 p.m. – 5:30 p.m.

Poster number assignments will be distributed via email a week prior to the Workshop.

Due to the turn over from the General Session to the Poster Session you will have 30 minutes to set-up your poster. Please design your poster with this in mind so that your set-up time will be brief.

II. SESSION Wednesday, June 8th 5:30 p.m. - 7:00 p.m.

Please plan to spend the following time at your poster for questions and discussion.

III. TEAR-DOWN Wednesday, June 8th 7:00 p.m.

The Discussion Panel will immediately start after Poster Session 3 and the meeting room will need to be converted back to general use. We ask that at the end of the session, you carry your poster board and easel to Salon F (area where the food stations are located) and remove your poster from the board in this space. Staff will be around during this time to assist but please understand that you are responsible for promptly removing your poster.

IV. POSTER PREPARATION

- The poster board is 40 inches high by 30 inches wide.
- Due to limited space in the poster room, your poster **MUST** sit on the easel in portrait style. **NOT** landscape.
- The poster board will be placed on an easel.
- Push-pins will be provided by the Workshop.
- Carefully and completely prepare your poster well in advance of the Workshop. There will not be time nor materials available for last minute preparation at the Workshop. Practice setting up your poster before you leave for the Workshop to determine what it will look like and to make sure that you have all of the necessary pieces.
- The title of your paper should appear at the top of your poster in CAPITAL letters. This lettering should be at least 1 inch high. Below the title, place the authors' names and affiliations. It is important that you remember that the audience viewing your poster and listening to your presentation will be 6 feet from your poster. Please double-check your poster from 6 feet to ensure its visibility.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- The flow of your poster should be from the top left to the bottom right. Use arrows to lead the viewer through the poster.
- Make your poster as self-explanatory as possible, so that you will have time for in-depth technical discussions.