

# Guidelines for Poster Paper Presentations

## Planning:

- Use a few (e.g, 6-8) Bullet-Type Charts, figures, tables, equations, etc. to indicate and highlight the important technical content of your paper. **Simply posting the pages of your written version IS NOT an effective Poster Paper Presentation.**
- Provide an Introduction (outline) and a Summary or Conclusion for your Poster Paper Presentation.
- Be prepared to use your Poster Paper Presentation as the basis to briefly explain the work described and to answer specific questions from the viewers.

## Visual Aids (Good Practice):

- **Poster Space: Plan on using an area which is approximately 1.2 meters in height by 2.4 meters in width (4 ft X 8 ft).**
- The title of your poster paper should be done in block letters which are AT LEAST 8 to 10 cm (3 to 4 inches) high.
- All text must be easily readable from a distance of 1 to 2 meters. Make the lettering at least 1 cm high, smaller lettering will not be legible from a distance of 1 to 2 meters.
- All graphs and charts should be AT LEAST 25 X 30 cm (approximately 8½" X 11") or preferably even larger.
- It is a good idea to sequentially number your materials. This will indicate to the viewer a logical progression through your Poster Paper Presentation.

## Presentation:

- There will be a specific time period set aside prior to your poster session for set-up. Check for the time in the Advance Program Booklet and confirm this time when you arrive at the conference
- Arrive early for the Poster Session so that you will have time to meet the Session Chair and to place your materials on the bulletin board which will be provided for your use. Locate the board on which your Paper number (PA-1, PA-2, etc.) has been posted. You should come prepared with tacks and tape to mount your poster presentation.
- It is helpful to have copies of the written version of your paper available for those viewers who may want to study aspects of your work in more detail. Also, have your business cards available for those who may wish to contact you at a later date. In addition, bring along a tablet of blank paper that you may use for a discussion of technical details relating to your poster.