Poster Session
Presentation Requirements

Donald Stephens Convention Center
Exhibit Hall F
Tuesday, September 24 | 12pm – 2pm

Set-up between 9am - 11am
Ready for session by 11:45am

Keep it Simple! Less is More!
Design your poster to be self-explanatory and communicate key points even when you are not available to answer questions. You want your visitor to be able to understand your presentation from the descriptions and graphics you include. This is a graphic display and not a technical paper.

Poster Layout, Design, and Content
• Poster dimensions - up to but not larger than 4ft x 8ft (landscape orientation)
• A bulletin board and push pins will be provided for you to mount your poster (identified with your name tent)
• Title of presentation should be at the top of the poster in 72pt font
• Authors’ names and affiliations should be directly below the title in a smaller font
• Text should be in Times New Roman or Arial, size 20-24pt for readability and key points large enough to see from 5-6 feet away
• Figures, charts and photos in color are more effective than text!
• All paragraphs and figures should be clearly labeled by number, letter or arrows and include an accurate description so observers can easily follow the flow of your presentation

Presenting Your Poster Project
• You are required to remain with your poster for the entire session
• Roll your poster and transport it in a shipping tube that fits in the overhead bin of an airplane
• Presenters are responsible for setting up their poster for display by 11:45am on Tuesday
• Prepare a 2-4 minute overview to guide interested observers through your poster
• Let observers view your poster before asking if they would like you to guide them
• If you have a handout (not required) prepared, have copies available for attendees OR
• Have a notepad handy to elaborate on your findings or record contact information for those interested in your research
• If possible, make it a point to be near your poster during coffee breaks during the day when attendees will be in the Exhibit Hall

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