Poster Presentation Guidelines

Poster Dimensions Requirements & Set-Up Procedures

1. Poster size may be no more than 4 feet by 3 feet (i.e., length is no more than 4 feet and the width is no more than 3 feet). Oversized posters will obscure an adjacent poster and will be rejected. **Computer display equipment, sound or projection equipment, or freestanding displays are not permitted.**

2. Presenters will be assigned a specific space and easel for their poster presentation. Presenters will all be required to be present at the Welcome Reception in the Exhibit Hall Tuesday evening to discuss their poster presentations.

3. The conference staff will provide stands for the posters and pushpins for mounting posters. Staff will also be available to assist with locating an assigned poster space.

4. All posters must be set up in the time allotted before the Exhibit Hall opens, and must remain up until the Exhibit Hall closes. Presenters are to remain by their poster during the entire time of the Welcome Reception, to answer questions. After the Exhibit Hall Closes, posters and materials should be promptly removed and the area, and the opportunity to display the posters elsewhere will be provided.

IMPORTANT: Each student will be responsible for transporting their poster's. The conference will assist with shipping details/information if needed, but will not be responsible for the shipping itself.

Poster Design Suggestions & Tips

1. All text material should be legible from about 4 feet away.

2. Text Font should be legible and text size should not be less than 14 points (Example).

3. Posters should include text and graphics and use color to add emphasis and clarity.

4. Illustrations should be simple and bold, and photos should clearly show pertinent details.

5. Displayed materials should be self-explanatory and should enhance the verbal presentation and discussion.

6. Speak clearly and loud enough for observers to hear you.

IMPORTANT: If your poster is selected to be presented in the New Research Workshop Session, you will be required to bring your own laptop and/or flash drive with your PowerPoint. If you will need a laptop provided, please inform the committee members know prior to the conference.