



Poster Session Guidelines

Exhibit Hall Theatre
Tuesday, October 16
12 noon – 2:00pm
Set-up between 9:00am - 11:30am
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 reader to be able to understand your presentation from the descriptions and graphics you include. Remember - this is a graphic display and not a word for word copy of a technical paper. You do not want to overwhelm your reader with too much text.

Poster Layout, Design, and Content

[For more information: review *Design, Lettering, Text, and Mounting help* at <http://www.sou.edu/aaaspd/PosterPrep.html>]



- 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 on an easel in your assigned location
- Title of presentation should be at the top of the poster in no less than 72pt font
- Logo should be discreet and about the same size as author name; no grey shadow or watermark background allowed
- Authors' names and affiliations should be directly below the title in a smaller font
- All text should be in Times New Roman or Arial with text 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!
- The poster should begin with a project introduction and end with a list of conclusions
- 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 Project

- Roll your poster and carry to SMTA in a shipping tube that fits in the overhead space of an airplane; Laminating is recommended to add stability for transport and mounting, but not required
- Presenters are responsible for setting up their poster for display
- Prepare a 2-4 minute (no more than 5) overview to guide interested observers through your poster
- Practice your overview as you would for an oral presentation
- Let observers view your poster for 30-60 seconds before asking if they would like you to guide them
- Take the opportunity to introduce yourself since networking and getting feedback is a major advantage of a poster session
- If you have a handout prepared, have copies available for observers who are interested OR
- Have a notepad handy to elaborate on your findings or record contact information for those interested in your research
- You are required to remain with your poster for the entire session to explain your project and benefit from the exchange of information and feedback
- 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