

2017 ANNUAL CONFERENCE POSTER GUIDELINES

The following guidelines are intended to assist you with the design and production of your poster. Poster size restrictions are mandatory; however, all other guidelines listed below are suggestions rather than mandatory restrictions.

You will be supplied with a 4' x 4' space for your poster. The presentation boards are Velcro-compatible, and you may tack a pocket folder with handouts or business cards to your display. You are responsible for bringing your own mounting materials – Velcro, thumbtacks, clips, etc.

Content

- Posters are intended to showcase a single program, project, or scientific paper in a graphic format. The best posters usually make up to 3 main points – the “take-home” message you want to get across. Clarity and brevity are paramount. Save details for handouts or oral discussion.

Components

- Abstract title, author name(s), and author affiliation(s) should appear at the top of the poster.
- Title – Choose a sans-serif, easy-to-read typeface, 1” min. in height.
- Headings – Use bold-faced lettering, about ½” high.
- Text – Use at least 18-point type for all paragraph text. Keep paragraph length and complex sentences to an absolute minimum.
- Graphics – Photos, diagrams, plans, sketches, or charts with limited explanatory text can be used. Make sure all graphics can be clearly viewed from 3-6 feet away.

Design

- Plan the layout of your components carefully, considering both the flow of information as well as the visual balance of graphics, text and blank space.
- Color can be used effectively to add interest and to lead the viewer’s eye through the organization of your poster. Color can be added in the backing, in colored pictures, or as multi-colored graphs/diagrams.

Preparation Tips

- Printing: Don’t leave this to the last minute! If you don’t have access to a plotter, you can have your poster printed by a photo art store, sign maker or office supply/copy center.

You can alternatively print your poster on fabric which can be folded for transport in carry on luggage (see below). Several online scientific poster services offer this option. Be sure to allow adequate time for the service to print and ship your poster prior to the conference.

- Travel: The poster session is an opportunity to present your work and network with other professionals. Make sure your poster is in good condition by transporting it in a protective poster sleeve. Please note that airlines are becoming more restrictive about allowing long poster tubes as carry on luggage.