

## *Guidelines for Preparation of Posters for Presentation at Meetings*

The usual standard poster board surface area is four feet high and eight feet wide (4' X 8'). Your presentation must be limited to this area. Boards will be provided and set up by staff at most meetings. You are responsible for affixing your posters to the board and removing them.

Prepare for the top of your poster space, a label indicating the title of the abstract and the authors. The lettering for this section should not be less than one inch. A copy of your abstract, in large typescript, should be posted.

Bear in mind that your illustrations will be viewed from distances of three feet or more. All lettering should be at least 3/8" high, preferably in bold font. Charts, drawings, and illustrations might well be similar to those used in making slides. Keep everything as simple as possible; avoid "arty" or ornate presentation. Captions should be brief and labels few and clear. It is helpful to viewers if the sequence to be followed in studying your material is indicated by numbers, letters, or arrows. Do not mount illustrations on heavy board as it may be difficult to keep in position on the poster board.

Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by inquiry. The poster session offers a more intimate forum for informal discussion than the slide presentation, but this becomes difficult if you are obliged to devote most of your time to merely explaining your poster to a succession of visitors. You may find it useful to have on hand a tablet of sketch paper and suitable drawing materials, but please do not write or paint on your poster boards.

Bring push pins, double-stick tape, or similar fasteners, with you to the meeting. A suggested arrangement of a poster is illustrated below.

