



## Poster Guidelines and Instructions

We ask that you observe the following guidelines to ensure that things go smoothly.

We recommend preparing all your materials before you arrive, since it can be very expensive to use the hotel business office, and they may not have what you need. You will be supplied with the following, however:

- A 45" x 34" poster board, which can be arranged portrait or landscape style and will accommodate up to 16 sheets of 8 ½" x 11" paper
- An easel
- Tacks and tape

### Poster Preparation:

To improve the appearance and readability of your poster, you might consider placing a small poster board behind each sheet in a contrasting color. Bringing your poster in this format is also easy to transport. Another option is to prepare a single poster with all the information on one larger sheet. With either format, you should be able to assemble your presentation on the poster board in just a few minutes.

Some other suggestions to make the most of your poster presentation include limiting the amount of text on your poster, using a larger font (at least 20 pt.), and adding some color and/or clipart for visual interest.

### During Your Session:

Please plan to stand by your poster for the entire length of the poster reception. You want to be available to answer questions about your study. We also strongly recommend that you have handouts available with a brief synopsis of your study (e.g., approximately 5 pages) and information on how attendees might contact you for additional information. **We ask that you leave your poster up for the duration of the conference so that attendees can continue to peruse posters during any downtime that they may have.**

**Posters must be collected by 4:00pm on Tuesday the final day of the conference. Conference Staff will recycle those that are left after that time.**