

# CCSCNE Poster Guidelines

## Faculty Posters

- There are 19 faculty posters to be displayed (numbered 1-19).
- Faculty posters will be propped up on tables in rooms on the 3rd floor of Dana Hall [D319, D321, D322].
- Blank boards will be made available in the display rooms.
- Faculty posters can be oriented either horizontally or vertically.
- Faculty may begin poster set up as of: 08:00 AM on Friday April 16th and should have their posters in place for viewing by 01:00 PM.
- Faculty posters will be presented from: 04:00-05:00 PM on Friday April 16th.

## Student Posters

- There are 43 student posters to be displayed. For judging purposes student poster boards will be numbered, starting at 5001.
- Student posters will be hung vertically on the corridor walls on the 3rd floor of Dana Hall. To alleviate congestion in locations where both sides of the corridor are used, the poster will be staggered so that they are not directly across from one another. Given the number of student posters some may need to be displayed 'around corners' – not in the straight portion of the hall corridor.
- Blank poster boards will be in place prior to when students need to setup their posters. Please be sure to use the poster board associated with your assigned poster number.
- Stepping stools, etc. will be provided so that height challenged participants can reach the top portion of the poster board.
- Students may begin poster set up as of: 08:00 AM on Friday April 16th and must have their posters ready for judging as of 10:30 AM.
- The judging of student posters will begin at: 11:00 AM on Friday April 16th.
- Student posters will be presented from: 04:00-05:00 PM on Friday April 16th.

## General

- The contents of all posters should fit in a 2' x 3' area.
- Both faculty and student posters will be presented during the same time frame.
- There is wireless network support in Dana Hall should a presenter want to bring a laptop. Please charge you laptop battery ahead of time – power support is not guaranteed.
- Any materials needed to affix items to the poster should be supplied by the participant.

- All posters are to be taken down by faculty/students by: 10:00 AM on Saturday April 17th.
- The underlying poster board is to remain at U of H.
- **Posters not removed will be discarded.**

## Poster Preparation Suggestions<sup>[1]</sup>

A poster is a graphically based approach to presenting research. In presenting your research with a poster, you should aim to use the poster as a means for generating active discussion of the research.

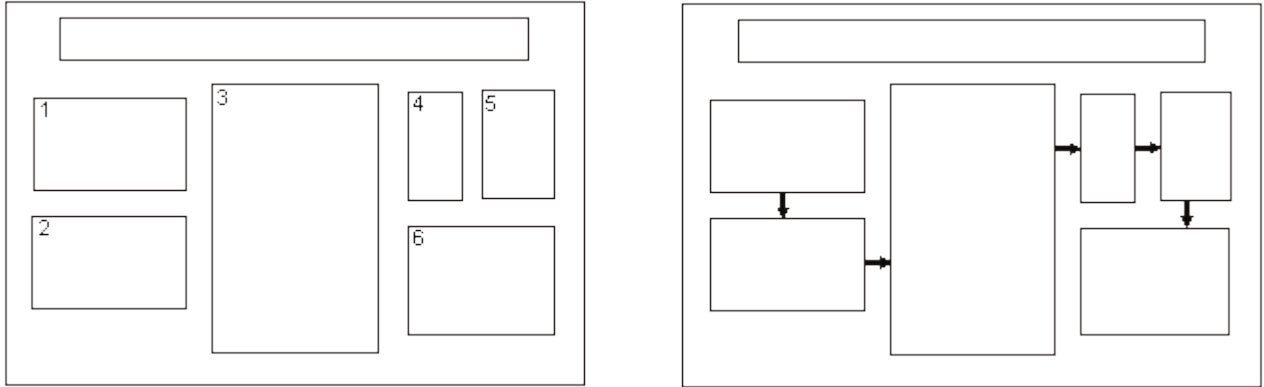
- The title of your poster should appear at the top in large letters. Poster titles using a font size of 60 point will stand out and be easy to read. The minimum font size for poster titles should be 36 point. Below the title you may wish to put the author name(s) and affiliation(s).
- People will not read a lot of text, and certainly won't read standard journal-sized text. Try to use an easy-to-read font and keep the font size of important points to 24 - 40 point if possible. The smallest text on your poster should be at least 18 point.
- Studies show that text written in all capital letters is hard to follow; it is better to use bold print than all caps, though you must then make those bold-type statements stand out from the rest of your text.
- Limit the text to about one-fourth of the poster space, and use "visuals" (graphs, photographs, schematics, maps, etc.) to tell your "story."
- Carefully and completely prepare your poster in advance of the conference. Try tacking up the poster before you leave for the meeting to see what it will look like and to make sure that you have all of the necessary pieces.
- Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individuals panels, or connecting them with arrows is a standard "guidance system" (see Figure 1). Leave some open space in the design. An open layout is less tiring to the eye and mind.

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<sup>[1]</sup> Abridged from documentation found at:

<http://www.engr.washington.edu/epp/ics6/AuthorInstructions.html>

and <http://www.pitt.edu/~etbell/nsurg/PosterGuide.html>



**Figure 1:** Conventional layouts for a poster. Long panel at top-center is title/author banner. Individual panels can be connected by numbers and arrows. Also, note the use of space between panels to achieve visual appeal. (from: C. W. Connor, 1992, The Poster Session: A Guide for Preparation: U. S. Geological Survey Open-File Report 88-667.)

- You may wish to use color for highlighting and to make your poster more attractive.
- Use pictures, diagrams, cartoons, figures, etc., rather than text wherever possible. Use of color in your graphics will enhance your poster. Your art, graphics, or communications/media department may be very helpful in the preparation of your poster.
- Try to state your main result in large lettering. This allows people to read the focus of the poster from a distance.
- Many poster presentations are pre-mounted on poster or art board; white paper on black or colored stock will allow your poster to stand out and present a more finished look.
- Your poster should cover the key points of your work. It need not attempt to include all the details; you can describe them to people who are interested. The ideal poster is designed to attract attention, provide a brief overview of your work, and initiate discussion.

**Reminder:** Timely collection of materials at the end of the session is your responsibility. Posters not removed by the specified time will not be saved