

VENUS Chapman Poster Session Guidelines

The Venus Chapman Posters sessions active from approximately 4 pm on Monday until Thursday end of conference. Sessions are scheduled for a specific afternoon session, but remain on the boards for the duration of the meeting. Poster presenters should plan to hang a poster on Monday and remove it on Thursday evening, no matter when the presentation is scheduled.

Authors must put up their displays before 9am on Monday 13 February, and remove them after 7:30pm Thursday, 16 February. Posters remain on the boards for the duration of the conference. 5 minute Poster introductions will take place daily in the oral session room for sessions scheduled on that day. Presenters are encouraged to pre-submit 1-2 transparencies to the session chair to be shown at the onset of the poster session. (Important: transparencies only, no electronic files). Poster numbers must be on your transparency.

Prepare Your Poster

Each presenter is provided with a 4-foot-high by 6-foot-wide poster board. Poster boards have a 2.5 cm (1-inch) frame. Dimensions of the useable work area are 1.2 meters high by 1.8 meters wide (4 feet high x 6 feet wide).

- The presentation must cover the material as in the abstract.
- Place the title of your paper and your poster number prominently at the top of the poster board to allow viewers to identify your paper. Indicate 1) the abstract's presentation number, 2) title, and 3) authors' names.
- Highlight the authors' names, e-mails, and address information in case the viewer is interested in contacting you for more information.
- Prepare all diagrams or charts neatly and legibly beforehand in a size sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24-point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height). Use creativity by using different font sizes and styles, perhaps even color.
- Use different colors and textures/symbols for each line or bar contained in your graph or chart. A serif font (e.g., Times) is often easier for reading main text, and a non-serif font (e.g., Arial or Helvetica) for headers and figure labels.
- Organize the paper on the poster board so it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc.
- Use squares, rectangles, circles, etc., to group like ideas. Avoid cluttering your poster with too much text. Label different elements as I, II, III; or 1, 2, 3; or A, B, C, making it easier for a viewer to follow your display.

- Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

Set Up Your Poster/Give Your Presentation

Audio/Visual equipment is not provided for poster sessions. Provide 1-2 transparencies in advance so that the Chair may give an overview in the oral session preceding.

To locate your assigned poster board, look for the sign marked with your poster number in the center of the poster. Each poster board will be marked with an individual paper number.

- Posters should be set up before 9:30 am on Monday 13 February, 2006
- Posters remain on the boards for the duration of the Conference. Remove your poster after 7:30 pm on Thursday 16 February, 2006.
- Please make sure your poster number is clearly visible on your poster board.
- Presenters must be available for at least 1 hour during the time of your scheduled poster session. Leave a message on your board detailing the hours you plan to be at your presentation. After the session, please leave a note on your poster board as to where you can be reached in case someone wishes to discuss your research further.
- Push pins and other materials may be available on-site.

If you have questions, please contact the AGU Meetings Department at +1-202-777-7335 or by e-mail at: chapman-help@agu.org.