

2003 Fall Meeting

GUIDELINES FOR POSTER PRESENTATIONS

POSTERBOARD SIZE: 4 ft. high X 6 ft. wide

1. YOUR PRESENTATION

Poster sessions will be located on both **Level 1** and **Level 2** of Moscone West.

To locate your assigned poster board, look for the board marked with the **last four digits of your paper number**. Paper numbers ending in 0001-0700 will be located on Level 1; paper numbers ending in 0701-1200 will be located on Level 2. For example, if your paper number is H52A-0825, your poster board will be located on Level 2. Maps with poster board numbers will be included in the meeting program.

- Each presenter is provided with a 4-foot-high by 6-foot-wide poster board. Dimensions of the useable work area are: **1.2m high x 1.8m wide (4 ft high x 6 ft wide)**. Poster boards have a 2.5 cm (1-inch) frame.
- Posters should be set up between the hours of 0730h and 0830h on the day of your presentation.
- Posters must remain up the entire day. Do not remove posters before 1700h.
- Do not remove or cover the 4-digit poster board number.
- Presenters should be available for 1 hour between **0900h and 1100h** for morning sessions and between **1400h and 1600h** for afternoon sessions. 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.
- **Posters must be removed by 1800h on the day of your presentation.** Posters remaining after these times will be removed and placed at the Facilities Desk. *AGU will not be responsible for posters and materials left on poster boards after the stated hours.*
- Audio visual and other equipment, if ordered and paid for in advance, will be placed next to your poster board. See section 3 for information about ordering audio visual and other equipment.
- Push pins and other materials are available at the Facilities Desk.

2. POSTER PREPARATION

Place the title of your paper prominently at the top of the poster board to allow viewers to identify your paper easily. Indicate 1) the presentation number of the abstract, 2) title, and 3) authors names. Highlight the authors' names, e-mail, and address information in case the viewer is interested in contacting them 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 (some people are color-blind) 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 that it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc. The presentation must cover the same material as the abstract. Use squares, rectangles, circles, etc. to group like ideas. **Don't clutter your poster with too much text!** Label different elements as I, II, III; or 1, 2, 3; or A, B, C. This will make it easier for a viewer to easily 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.

3. AUDIO VISUAL EQUIPMENT AND INTERNET ACCESS

No standard audio visual equipment is provided for poster sessions. Orders for the following audio visual equipment and support services must be placed by **21 November 2003** using the **“Additional Audio Visual Equipment Order Form.”**

- VHS Video Player and 20" Monitor - \$50
- Personal Computer (IBM or Mac) - \$60
- Internet Access* – No charge
- Electrical Service – No charge
- Table – No charge

* Poster sessions located on **Level 2** will have access to Wireless Internet via the 802.11B (Wi-Fi) standard. Your laptop must be equipped with a Wi-Fi or 802.11B wireless network card for PCs or an Airport card for Macintosh. More details about the Wireless Internet will be available on the Fall Meeting Web site under Meeting Services.

After **21 November 2003**, equipment orders will only be taken on-site at the Facilities Desk, located on both Level 1 and Level 2 of Moscone West. *On-site orders will be charged an additional late fee and are subject to availability.*

Equipment may be used only during your active session time (A.M. or P.M.) and not for the entire day.

If you have questions, please contact AGU's Meetings Department at +1-202-777-7329, or by e-mail at: **fm-help@agu.org**.

4. FACILITIES DESK

A Facilities Desk will be located on both **Level 1** and **Level 2** of Moscone West. Staff will be available to assist you.

Push pins, tape, and scissors will be available for your use. Additional supplies *may* be available, however, if you have special needs for your poster presentation, we suggest you bring those supplies with you to the meeting.