

# NEW AGU 2001 FALL MEETING

## GUIDELINES FOR POSTER PRESENTATIONS

[AV/Internet Order Deadline: 16 Nov. 2001]

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

### 1. General Information

With submission of your abstract to the 2001 Fall Meeting, you agreed to present your abstract on the day, time, and in the mode of presentation assigned by the Program Committee. You have been assigned to a POSTER session at the time listed on your acceptance letter; this cannot be changed.

Schedule times given in the abstract volume are subject to change without prior notice. Check the At-Meeting Program and the Addendum for any program changes.

### 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) author(s) names. Highlight the authors' names 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. Your Presentation

Poster sessions will be held in Hall D of the Moscone Convention Center.

**To locate your assigned poster board, look for the board with only the last four digits of your paper number on it. Maps with posterboard numbers will be available in Hall D.**

All posters should be placed on posterboards between 0730h and 0830h on the day of your

presentation. **Posters must remain up the entire day.** Remove poster display by 1800h on Monday, Tuesday, and Thursday. On Wednesday and Friday materials must be removed by 1700h. Posters remaining after these times will be removed by AGU and placed at the Facilities Desk. *AGU will not be responsible for posters and materials left on poster boards after the stated hours.*

Place your poster on the side of the posterboard that is marked with the last four digits of your paper number. Dimensions of the useable work area are: **1.2m high x 1.8m wide (4 ft high x 6 ft wide)**. Posterboards have a 2.5 cm (1-inch) frame.

You are requested to be present at your board for at least one hour during your scheduled presentation time. Presenters of **morning sessions** should be present between **0900h-1100h**; presenters of **afternoon sessions** should be present between **1400h-1600h**. 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 posterboard as to where you can be reached in case someone wishes to discuss your research further.

#### **4. Audio-Visual Equipment and Internet Access**

Audio-visual (AV) equipment is available to enhance your poster presentation. You may request either a VHS video cassette player or a personal computer (IBM-compatible or Macintosh) but **NOT** both. AGU will provide this equipment to you for a fraction of the rental fee when your order is received by **16 November 2001**. After 16 November 2001, equipment orders will only be taken on-site at the AGU Facilities Desk. *These equipment orders will be charged an additional late fee and some equipment may not be available.*

**Equipment may be used only during your active session time (A.M. or P.M.) and not for the entire day.** To place your order, complete the Audio Visual and Equipment ORDER FORM for and send to AGU with payment by 16 November 2001.

**Even if you already indicated your desire for such equipment with your abstract submission, you must complete the order form and send payment for this equipment.** You can fax this form if paying with a credit card.

If you plan to bring your own computer and need Internet access, an electrical outlet, or a table, you must complete the Audio Visual and Equipment ORDER FORM. Orders must be received by **16 November 2001**. Orders placed on-site are subject to availability.

#### **5. Facilities Desk**

The AGU Facilities Desk will be located at the entrance of Hall D in the Moscone Center. AGU staff will be available to assist you.

Thumbtacks, pushpins, tape, and scissors will be available for your use at the AGU Facilities Desk. 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.

Questions about Poster equipment should be directed to the AGU Facilities Desk.