

2002 SPRING MEETING

GUIDELINES FOR POSTER PRESENTATIONS

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

1. GENERAL INFORMATION

With submission of your abstract to the **2002 Spring 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. 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. YOUR PRESENTATION

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

- 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)**. Posterboards 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.
- 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 posterboard as to where you can be reached in case someone wishes to discuss your research further.
- Posters must remain up the entire day. Do not remove posters before 1700h
- 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.*
- Audiovisual and other equipment, if ordered and paid for in advance, will be placed next to your poster board.
- Pushpins and other materials are available at the Facilities Desk in Exhibit Hall D.

3. 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.

4. AUDIO-VISUAL EQUIPMENT AND INTERNET ACCESS

No standard audio-visual equipment is provided for poster sessions. Orders for the following audio-visual equipment or support services must be placed by **8 May 2002** using the “**Additional Audio-Visual Equipment Order Form.**”

- VHS Video Player and 20" Monitor
- Personal Computer (IBM or Mac)
- Internet Access
- Electrical Service
- Table

Even if you requested audio-visual equipment on your abstract submission, you must send the order form with payment to place your order.

After **8 May 2002**, equipment orders will only be taken on-site at the Facilities Desk, located in Hall D of the Washington Convention Center. *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 1-202-777-7332, or by e-mail at: mtaylor@agu.org to receive further information on audio-visual.

5. FACILITIES DESK

The Facilities Desk will be located in **Hall D** of the Washington Convention Center. Staff will be available to assist you.

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