

# Poster Session Guidelines

Please review checklist below to ensure that you have not missed any important information in preparing for your poster presentation for the 2004 Joint Assembly.

Poster sessions will be located on Level 2, Hall 220, Rooms C-E of the Palais des Congrès de Montreal.

- Prepare your poster
- Determine your Audio-Visual Needs and Order
- Set Up Your Poster/ Give Your Presentation
- Remove Your Poster

## **PREPARE YOUR POSTER**

Each presenter is provided with a 4-foot-high by 8-foot-wide poster board. Poster boards have a 2.5 cm (1-inch) frame.

The presentation **must cover the same material as the abstract.**

Place the title of your paper and your paper number 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 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.

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.

### **DETERMINE YOUR AUDIO VISUAL NEEDS**

**Audio-visual equipment is not provided for poster sessions.** Orders for the following audio-visual equipment and support services must be placed by **7 May 2004** using the **“Additional Audio Visual Equipment Order Form.”**

	Advance order	On-site
VHS Video Player and 20” Monitor -	\$50	\$100
Personal Computer (IBM or Mac) -	\$60	\$120
Internet Access	\$40	\$80
Electrical Service	no charge	\$25
Table	no charge	\$20

After **7 May 2004**, equipment orders will only be taken on-site at the Facilities Desk.

You are strongly encouraged to equipment by the 7 May deadline. We CANNOT guarantee on-site availability if your order is not placed by this date.

Audio-visual and other equipment, if ordered and paid for in advance, will be placed next to your poster board.

### **SET UP YOUR POSTER/ GIVE YOUR PRESENTATION**

To locate your assigned poster board, look for the sign marked with your session number in the center of a hexagonal poster area (maps will be provided with the meeting program). Each poster board will be marked with an individual paper number.

Posters should be set up between the hours of 0800h and 0830h on the day of your presentation.

Posters must remain up the entire day. Do not remove posters before 1700h.

Morning poster sessions are scheduled from 0830h to 1200h; afternoon poster sessions are scheduled from 1330h to 1700h.

Please make sure that your paper number is clearly visible on your poster board.

Presenters should be available for at least 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.

Push pins and other materials are available at the Facilities Desk.

### **REMOVE YOUR POSTER**

**Posters must be removed by 1730h 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.*

### ***FACILITIES DESK***

A Facilities Desk will be located near the poster boards in the Exhibit Hall. Staff will be available to assist you with location and other on-site needs.

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.

If you have questions, please contact AGU's Meetings Department at +1-202-777-7335 or by e-mail at: [eshortill@agu.org](mailto:eshortill@agu.org).