



SOURCE
EVALUATION
SOCIETY

GUIDELINES FOR POSTER SESSIONS AT SSSAAP CONFERENCES

GENERAL INFORMATION

In a poster session the author of each paper will be assigned a bulletin board or a computer display on which he or she may display diagrams, graphs, data, pictures and a small amount of text to illustrate the main points of the presentation. One of the authors of each paper is expected to remain by the board during the specified poster session in order to present the paper and answer specific questions. The objective of the poster session is to provide authors with sufficient time to present the subject matter in an informal manner, and encourage a two-way exchange of ideas. We hope that this will lead to continued research and development of ideas by the authors and conference attendees and will help in developing personal contacts. The poster session also provides an opportunity to the audience to review many papers - more than would have been possible with paper sessions.

Detailed instructions are provided below for poster presentation. It is imperative that the authors be present by the poster during the session. Posters without an attending author are unacceptable.

We hope that the general suggestions presented below will leave you enough freedom for individual and imaginative layout of posters, yet provide the necessary information required for rapid and efficient transfer of information to the audience.

BOARD DESCRIPTION AND EQUIPMENT

For SSSAAP 42, posters will be presented on tri-fold foam core panels. The foam panels are 36" high x 48" wide. The center panel is 24" wide and the side panels are each 12" wide. Additional panel information is available at: [Black Foam Panel Description](#). Push pins will be provided.

Also, a limited number of computer monitors will be offered to select presenters by the session chair to display electronic posters in PowerPoint. The option to display an electronic poster will be offered in advance of the conference so that presenters have sufficient time to prepare their presentations.

POSTER PREPARATION

Posters should be prepared so that they can be easily understood. The content of each poster should be clearly divided into sections including abstract, introduction, problem definition (or aims of the work), summary, results and conclusion. In short, posters should contain all the essential information of your paper but should not be cluttered with unnecessary details. Each figure and table should have a brief title. Overall, your posters should have an easily remembered "take home message." The sizes and number of posters used are left to the discretion of the authors.

Posters can be prepared on ordinary of 8.5" x 11" size paper. Larger sheets may also be used. All lettering and diagrams should be large enough to be read from a minimum of six feet. Hand lettering may be used, but it must be done neatly, using horizontal guidelines, and letters must be at least 1cm high with heavy lines. The posters need not be "arty", but authors are urged to use colors, symbols, and schemes to improve clarity. Shade block letters where possible. **DO NOT ATTEMPT TO PUT TOO MUCH MATERIAL ON A POSTER!**

Suggested lettering size is 3cm for the poster title and 2cm for names and addresses of authors and section headings such as ABSTRACT, INTRODUCTION, RESULTS, DISCUSSION and SUMMARY. Typewritten or computer generated material should be at least 1cm.

As much care should be taken on the preparation of posters as for the preparation of the original figures in the paper or for the preparation of slides for an oral paper. Many of the rules for the preparation of good slides apply to the preparation of good posters (e.g., keep them simple, avoid overcrowding, make sure that letters are large enough to be legible, lines are thick enough to be seen from a distance, and that there is enough contrast between lines or lettering and background, do not try to provide too much information on one sheet, etc.) There is no obligation to fill the entire poster board. Of course colors can be used to enhance the understanding and improve the appearance of your posters. Feel free to use whatever material you wish to convey the necessary information including copies of papers from lab notebooks, strip chart recordings, etc.

It is important not to include too many details in your posters. A poster overloaded with findings will rarely attract attention. One suggestion is to display only short sentences (phrases) under each heading preceded by bullets or numbers to describe the work. Remember, you will be present to provide further information.

OTHER POSTER PRESENTATION OPTIONS

The conference can accommodate other options for presentations at the poster sessions. For example, your presentation can include a demonstration of a piece of sampling or safety equipment or you can run a video loop. Please discuss your ideas and needs with the Session Chair or Co-chair.

SUGGESTION TO AUTHORS

If you can provide something for the participants to carry away (i.e., a one page outlines, bibliography, etc.), your presentation will be remembered longer.

MOUNTING AND REMOVAL OF POSTERS

The authors are to arrive at least one-half hour before the start of the poster session. If you have carefully arranged your posters beforehand, fifteen minutes should be ample time to mount your signs and posters. It is imperative that you plan the layout of posters before you arrive. It is the author's responsibility to remove all the posters and clean their area before they leave the room and within 15 minutes after the scheduled session closing time.