Making Poster Presentations

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General Comments

• Check with the meeting instructions regarding size.

• If poster prizes are to be awarded to the best student poster, be sure to enter the competition. If required, make certain your poster is identified as one in the competition. Speak pleasantly to everyone who comes by - they may be the poster competition judge!

• Make it modular so you can add/subtract/modify parts for re-use in subsequent posters on related topics.
Instructions for Poster Preparation

1. Each poster presentation will occupy a 3'6" W x 5'8" H surface area. Plan your exhibit to fit this space. Identify your exhibit near the top of the panel with the names of the investigators and the abstract title. Typeface should be large enough to be read comfortably by interested scientists from distances of 4-5 feet.

2. Mount graphs, micrographs, descriptive legends, etc. on stiff posterboard so that they will remain in place when attached to display boards. A few large boards are better than many small ones, and will be easier to mount. Authors are expected to furnish their own pushpins, thumbtacks, or velcro for mounting poster materials.

3. Illustrations should be made in advance of the meeting. Matte finish on micrographs and other photographic reproductions gives better visibility due to reduction of glare from lights.

4. Display a copy of your abstract. You may also want to have copies of your abstract or other materials to give to viewers.

5. Limit your exhibit to the essential data and choose what to include to stimulate discussion. Do not put up a complete manuscript that takes 30 minutes to read.

6. Posters should be mounted by 6:00 PM on the day preceding presentation and removed by 5:30 PM the following day. Posters will be on view beginning at 6:00 PM on Saturday. Posters will be accessible until 10:00 PM on Saturday, Sunday, Monday, and Tuesday evenings and until 3:00 PM on Wednesday. On the day of presentation, authors with odd-numbered posters should be present from 1:45-2:45 PM and those with even-numbered posters should be present from 2:45-3:45 PM. For more information, visit http://www.biophysics.org/annmrg/general.pdf.

7. Blackboards will be available in the poster area.

Special notice to authors requesting Audio/Visual equipment:

The use of AV equipment must be indicated at time of abstract submission. Equipment must be requested and payment must be made at the time of submission (October 5). Equipment cannot be ordered onsite.
Contents

Title: Be sure to include all authors names and affiliations. Make as a separate banner that spans the entire width of the allowed space (in several pieces for carrying).

Abstract: Include a copy of your abstract (in the upper left hand corner), Printed in bold large lettering (to fill a sheet of A3 or A4).

Introduction: Short but comprehensive.

Results: Break up into subsections with informative headings in bold large print.

Summary: Most important - probably the only thing most people will read. Number the points you want to make, and make each point no longer than 1 sentence (or two lines of text).

References: To your published work.

Usually posters are read down and then across.
Contents: Future Contacts

Include a means of obtaining reprint requests/feedback:

• an envelope for people to deposit business cards/addresses

• post a sheet for people to sign
Format

• Looks count! Make certain that it is readable from a distance of 1-2 metres, and appealing to the eye.

• Too much text is a turnoff. Use phrases rather than whole sentences.

• It should be understandable even when you are not there to explain it.

• Use colour and pictures as much as possible.
  • Plots are better than tables.
  • Photos and drawings are particularly eye-catching.
  • Keep consistent fonts/colouring throughout
    (ie. All section headings should be same size/colour/underlined)

• Minimum lettering sizes:
  title - 72 pt /authors names - 72pt/affiliations - 48pt
  abstract - 18 pt
  section headings - 36 pt
  subsection headings/figure legends - 20 pt
  text - 18 pt

• Use a spelling checker!!
Types of Posters: Single A0 Sheet

Carry rolled in a tube
  buy a durable carry case
  precaution: often hard to get to lay flat on poster board

Advantages:
  looks tidy and professional
  can be very expensive to make
  can make a “mini handout” to give out to interested viewers

Disadvantages:
  You can’t change it when you get to the meeting
    (add or subtract panels).
  It can be hard to carry - some airlines make you check them,
    so it could get lost.
  If you have the wrong size for the poster board (either your fault
    or the organisers’) it can be hard to adapt to fit in the space.
Example of A0 Poster
Types of Posters: Separate A4/A3 Sheets

Carry in a folder to keep it clean and unwrinkled
Make sure all pieces of paper are the same size and orientation.

Advantages:
- Easy to swap panels at the meeting or for future posters
- Cheap and can be done at the last minute
- Will fit easily on different size boards

Disadvantages:
- Takes a long time/many pushpins or velcro to mount
- Can look sloppy if panels get bent or dirty

Solutions:
- Laminate - panels will lay flat, stay clean and not bend
  (see the print shop a few days in advance to get it done)
- Coloured backing panels - will lay flat, colour can be attractive, but all should be the same colour and not too garish. Should be reasonably stiff, but not too heavy to carry.
The Presentation

• Check with the meeting instructions as to when it should be posted and taken down the latter is particularly important because most places throw away any remaining posters if left beyond the deadline).

• Check if you need to provide either pushpins or velcro strips for hanging. Do not use pushpins on boards made for velcro!!!

• Check with the meeting instructions as to when you are expected to be there in person and BE THERE!

• Make sure you wear your meeting badge so that people know it is your poster (some people stick photos of the presenting author in the corner of the poster so they can be identified).

• Check the name badge of each person you talk to - they may be your major competitor (which is good to know).

• Write down the name, email, phone, fax of anyone who asks you about a collaboration, and give it to your supervisor when you return home (try to remember what the person was interested in collaborating on).

• Bring your poster home afterwards - you never know when you can re-use it.

Banner Software: http://www.postersw.com/ (10 free trials)

http://lorien.ncl.ac.uk/ming/Dept/Tips/present/posters.htm
http://www.asp.org/education/howto_onPosters.html