

INFORMATION FOR POSTER PRESENTATIONS

- Each presenter will be assigned one free standing four (4) feet high by eight (8) feet wide poster board with a table for handouts.
- Each author is responsible for assembly and removal of his/her presentation. **Posters must be assembled between 7:30 and 10 am on Monday and removed by 11 am on Wednesday.** Push pins will be provided for your use. In addition, a member of the Program Committee will be present during the poster set up time to answer any questions. **Posters not removed by noon on Wednesday will be discarded.**
- **Authors are to be present by their posters during the Poster Session from 1:30 to 3:00 pm on Monday.** Remember to attach an envelope to your poster board for business cards from attendees looking for further information.
- Additional equipment for poster presentations, such as video cassette players or computers, may be rented through the HPS Secretariat. Order equipment in advance by contacting Lori Strong or Sue Burk, lstrong@burkinc.com or sburk@burkinc.com (703) 790-1745, FAX (703) 790-2672. If you require electricity at your booth, you must also inform the Secretariat. All expenses for additional equipment and labor will be billed to the presenter.

THE POSTER PRESENTATION: A GUIDE FOR PREPARATION

- **From six (6) feet away the viewer should see an easy-to-read title and an uncluttered, neat arrangement of photos and/or illustrations and text.** It should be obvious where to start inspecting the poster and where to go from there (generally left to right, top to bottom). The component parts should either be numbered to facilitate this or have arrows that graphically lead the viewer through the display.
- **Leave open space in the design.** Tightly packed space tires the eye and the mind.
- **Use elements of different sizes and proportions.** Same-size and same-proportioned components result in a boring design. For areas of particular emphasis try different shapes to attract the viewer's attention.
- **Draw the eye to the most important aspect of the poster** with a large and/or bright center of interest.
- **Enlarge all photos** enough for pertinent details to be clearly evident.
- **Make illustrations simple and bold** and leave out unnecessary detail.
- **Convert tabular material to a graphic display** such as scatter plots, bar graphs, or triangular diagrams.
- **Include actual samples.** They can be fastened to poster board with silicone glue. Alternatively, since a table is included in the display area, specimens can be put there.
- All lettering should be legible from 3 feet away. The font should be bold or semi-bold, simple and clean-looking.

This is 14 point type, the smallest size you should use.

- **Title lettering should be 2" - 3" high, with subheadings 1/2" - 1" high.**
Capitals and lowercase letters in combination are much easier to read than all capitals.
- **Place a succinct statement of major conclusions at the beginning of the poster.** The supporting text is then presented in brief segments along with appropriate illustrations, and the significance of the findings is made forcefully and concisely clear at the end. Provide handouts of the posters information for interested viewers.
- **All poster elements should be mounted with Velcro® or clear push pins on the poster board** (get longer than standard ones if mounted illustrations are thicker than 1/8").