

Guidelines for an ASI Conference Poster Presentation

The informal interactive process between an author and a host of viewers is probably the most beneficial aspect of poster presentations. Authors have the opportunity to give and receive much diverse information about their work in a short period of time. This process, however, depends highly on the visual clarity of the display. If it is not clear, authors spend most of their time repeatedly explaining the “whys” and “hows”, and have little opportunity for meaningful discussion. In an attempt to prevent this from happening, we have prepared the following guidelines.

A. Components of a Poster Presentation:

- **Title and Authors:** Since a brief abstract of your presentation will be used online and in the preliminary and on-site brochures, it is likely that members will seek you out specifically to discuss your paper. Across the top of your display, provide the title of your work and identify the authors so that interested members can find you easily.
- **Purpose or Question:** It is helpful to include in your display a clear, concise statement of the purpose of your work or the hypothesis tested. This helps the viewer understand why you chose the methods employed, and together with the title, directs the viewer’s attention toward the major points you wish to emphasize.
- **Method or Procedures:** Clearly it is impossible to include all details of your methods and procedures in a display. Most procedures can, however, be briefly summarized in an outline or by a graph.
- **Results:** The results section typically requires the largest amount of space and is the most difficult to present clearly. Limit yourself to presenting the main findings. Use only clearly labeled charts, graphs, tables, or outlines. Generally charts and graphs are easier for viewers to comprehend. You can verbally discuss and elaborate points that need clarification. It helps a great deal if you indicate (by numbers, letters, or arrows) a preferred sequence that should be used in studying your results.
- **Conclusions:** To make your display as self-explanatory as possible, include a conclusions section. Use this section to summarize the primary conclusions that may be drawn from your work and how they relate to your stated purpose. Ideally, discussion will focus on your conclusions, alternative interpretations, and the implications of your work for future research directions.
- **Handouts:** Some presentations may be augmented with handouts which attendees can take away. These could be a duplication of pages on the poster board or the full paper/report of the presentation which itself is a summary of what is presented. ASI will attempt to accommodate some number of handouts. It is suggested, in the interest of cost and trees, to provide single or half-sheet handouts with a link to a PDF that could be downloaded or a request to email a PDF rather than actually printing a lot of paper.

B. Poster Preparation:

In preparing your poster presentation please remember the following:

- Poster board dimensions will be 2x3 feet. This allows for two 8.5x11 inch pages across and three down on each board to be glued to each board. Or the board can be laid out as desired with other materials.
- People must be able to read your display from a distance of at least 3 (three) feet and usually over the heads of others. All lettering should therefore be at least

3/8 inches high

- (26 pica points) and heavily drawn. Block letters are more easily perceived than other types of printing. Color adds interest and directs the eye. Captions identifying the different sections of the presentation help organize the information and add clarity for the viewer.
- There is absolutely no need for poster presenters to incur the expense of securing professional assistance in the preparation of their posters. On the other hand, it is not desirable to display a scrap of paper with a pencil drawing.
 - For those poster presentations that may not easily fit into the format described because of the nature of the work, please ensure that the title, author(s), purpose, and conclusions should be clearly presented. The method or results section should be modified, or identified differently, to clearly reflect the nature of the work.
 - A good rule of thumb is to make your display as *SELF-EXPLANATORY* as possible.

C. Poster Materials & Set-up:

- Application of the printed pages and other objects to the poster boards can be done prior to the conference and transported ready to display. However, if air transport or other factors make this inconvenient, final assembly can be done onsite.
- Poster boards (2x3 feet), glue sticks, and standard office supplies (staplers, tape, etc.) will be available at registration. Please indicate on the Poster Presentation Agreement Form what your needs will be.
- Any supplies beyond those noted above must be provided by the presenter.