

**ASSBT MEETING**  
**SALT LAKE CITY, UTAH**  
**FEBRUARY 28 – MARCH 3, 2007**

**INSTRUCTIONS TO AUTHORS OF POSTER PRESENTATIONS**

**Tips for Poster Presentations:**

**Introduction**

A major purpose of a scientific meeting is the exchange of information. Remember that your paper must be carefully planned, clear, concise, oriented to transfer information effectively and hold the attention of the audience.

**Planning**

You should focus carefully on the introduction, methods, results, discussion, summary and references. Make a small-scale sketch of your poster on ordinary letter paper (8 1/2 by 11 inches, or 210 by 297 mm). Emphasize the points you want to stress in your poster. Think of headlines, text, charts, graphs, illustrations, photos, etc., and incorporate these ideas into your sketch. Once you are satisfied with the initial sketch, make a rough layout. The useable dimensions of the poster boards are normally 47 inches high by 91 inches across, (about 120 by 230 cm) less a 3 by 6 inch space (7.6 by 15.2 cm) in the upper left-hand corner. Your poster number will be positioned in this space on a card.

**Organization**

Your poster starts in the upper left-hand corner, where your paper number is posted on a 3 X 6 inch (7.6 by 15.2 cm) card. From here the poster should flow from left to right and top to bottom. The title, author(s) and sponsoring institution heading for your poster should be at the top of the board. Use letters, numbers, or arrows to indicate the proper flow to the audience if necessary.

**Simplicity**

Don't crowd too much information into the presentation; concentrate on two or three main points. Highlight data and comparisons with simplified charts, graphs and diagrams. Make key points in the legend of the figures or tables. Use text cautiously, and make sure the audience easily understands it. In fact, outlines of important points often work better than text. Use abbreviations and acronyms sparingly. Avoid overwhelming your audience with too many numbers, words, and/or complicated graphs. Remember, a lot of people will read or study your poster while you are away; make certain the message is clear and simple. Choose one background color for your poster board. Use contrasting colors where appropriate in charts, graphs, and diagrams.

## **Headings**

It is best to highlight your title, head and sub-heads with colors or colored lines. It is also a good idea to have heads and sub-heads at least 25% larger than the text copy. All type should be easily read from a distance of 6 feet (1.8 m). You may want to use a bold or semi-bold typeface for headings and labels. For the title, plan on using finished type that is at least 1 inch high (2.5 cm). The lettering for author's names, sponsoring institution and address should be at least    inches high (1.9 cm).

## **Text Type**

Keep your text in short, concise, legible statements; minimize complete sentences and paragraphs. A few summary statements are encouraged. Text in upper and lower case letters is more readable than all capitals and you should use at least a size 28 font for text. Lettering for sub-heads and figure captions should be larger than text type, but smaller than type used for the main heading. This type should also be bold or semi-bold in weight. Text type should be readable from a distance of 4.5 feet (1.5 m).

## **Mounting**

Use a heavy index stock paper for mounting (e.g., 110 pound – 165 g m<sup>2</sup>). Foam core is another excellent mounting material. Plan on leaving    to 1 inch (0.64 to 2.5 cm) of mounting stock around your artwork. Pictures must be mounted to avoid curling. You may want to keep your poster sections small enough to fit into a suitcase or briefcase. If you are using a large format printer the poster can be transported in a poster tube. Keep in mind that laminated posters or poster elements may be difficult to read due to the glare from the ceiling lights.

## **Miscellaneous**

Back-lighted photos, sound, projection equipment, free-standing displays, or displays larger than 4 by 8 feet (1.2 by 2.4 m) are prohibited. Velcro strips or push-pins must be used to mount your poster to the poster board. Bring along necessary tools to set up your poster. You may want to bring a supply of business cards or other form of identification to hand out at your poster session. You might also want to have a sign-up pad available to record the names and addresses of individuals wanting more information. If you wish, provide handouts for interested members and guests.