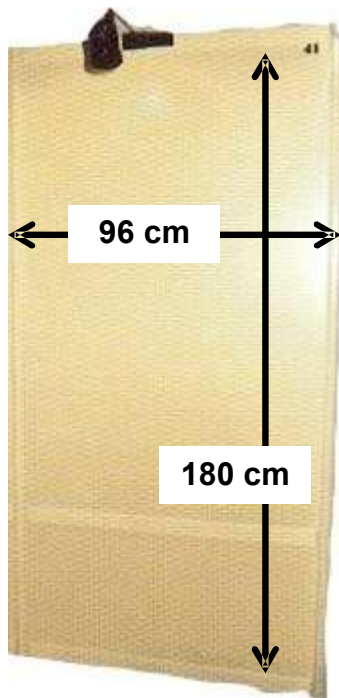


POSTER PRESENTATION



- ✓ Each author will have a board space of (HxW) 180 cm x 96 cm (5ft 10in x 3ft 2in), on which to mount the poster. The poster should be designed to summarize current research in graphic forms. Presentations should be self-explanatory so that the author is free to supplement and discuss particular points. For easy identification, provide a poster heading, listing its title and author(s), identical to that on the official program.
- ✓ The poster board is double-sided with one presentation on each side. Your assigned number will be in the upper left hand corner of the poster board. The boards will be arranged in numerical order in the conference hall.
- ✓ Poster materials may be mounted on thin poster paper or cardboard and attached to the poster board with blue-tak or plain scotch-tape.
- ✓ **DO NOT USE PUSH-PINS OR GLUE** (materials for attaching illustrations will be available at the secretariat).
- ✓ **DO NOT PAINT OR WRITE ON THE BOARD**

✓ Do not mount your poster on heavy or thick backing, as it may be difficult to fasten to the board. If you require assistance with mounting or removing your poster, please notify the secretary of the workshop.

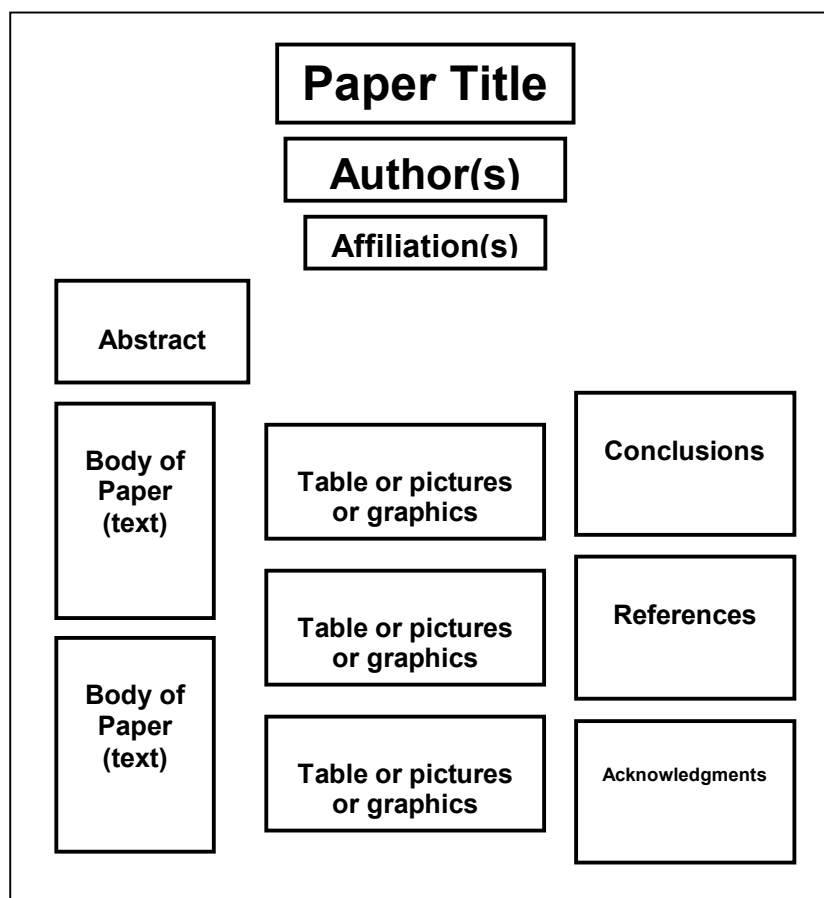
- ✓ Poster sessions will be held in the conference room.
- ✓ Each author is responsible for assembly and removal of his/her own presentation.
- ✓ Please remove your poster promptly. Materials left on the poster boards after the removal deadlines will be taken down and stored as carefully as possible. However, the organizers or the hotel staff has no responsibility for materials that may be lost or damaged.
- ✓ The poster sessions have a designated time in which the poster presenters are requested to be available at their poster to discuss their research with the meeting attendees.

See next page on **“how to construct a poster”**

How to Construct a Poster

I. Poster Layout Diagram

Click the area of interest on the Layout Diagram below:



A poster is essentially your paper presented on a poster board. Along with an abstract and written text you can also present graphs, tables, drawings and pictures.

1. Each poster should include the title of the presentation in large letters, the institution where the work was completed, and the author names at the top center of the poster.
2. Materials must be easily read at a distance of 1,5 m. A point size of 16-18 (5-6 mm) or larger is recommended for body text. Ordinary typewritten copy or carelessly prepared handwritten copy is unacceptable.
3. An abstract placed in the upper left side of the poster is suggested.
4. At least one of the authors must be at the assigned space during the designated time to discuss the work presented. Discussants should be capable of responding to questions concerning all aspects of the presentation.
5. Handouts relative to poster presentations are popular and encouraged.
6. Use a mailing tube or portfolio case for transporting your poster to the meeting.

Some more hints:

1. Draw a rough sketch of your poster first.
2. You may find it helpful to use graph paper and small pieces of paper (post it notes cut to size) to better visualize where the components of your poster will go.
3. When in doubt, edit out - crowded cluttered posters are difficult to read and are often disregarded. Remember; make sure every item in your poster is necessary. Your poster should stimulate discussion, not give a long presentation.
4. When composing your poster, use blank space to highlight or offset information. Be sure to align all edges of paper. Place related materials (e.g. photo with accompanying text) close together, and then offset it by surrounding it with blank space.
5. Space your information proportionally. A good way is to divide your poster either horizontally or vertically into three or four sections, and place your materials within those sections.
6. When choosing a background to frame the components of your poster, remember that neutral or grayish colors in your selection of poster or matte board will be easier on the eyes than a bright color. Dark backgrounds will make a dark photo seem brighter and vice versa. Color photographs look best when mounted on a grayish backing.
7. Usually posters are put up with blue-tack or double-sided tape on a board. These materials will be available at the poster room.

Poster Layout Diagram - Image Map Explanations

Paper Title, Author(s) and Affiliation(s)

- The paper title, author(s) and affiliation(s) should be placed in larger point size in separate blocks at the top center. In general the rule is the following:

Point Size for Poster Text	
Paper Title	104 points = 35-40 mm
Author(s)/Affiliation(s)	72 points = 25 mm
Regular Text	16-18 points = 5-6 mm

- If there are multiple authors, the one who is to be the correspondent should have an asterisk after their name.
- By using A4 paper, in a landscape page size setting, you can create the titles, authors and affiliations in a nice looking way.

Abstract

The abstract of your paper should not attempt to explain all the content in-depth of your paper. It should highlight just a few points about the meaning and organization of the paper.

- The major purpose of the paper
- Outline briefly the organization of the paper
- Mention 1-2 major conclusions and some idea of the significance of the work

The abstract ideally should be between 200-300 words.

Body of Text

A poster usually allows the presenter to offer a concentrated narrative of some topic. Typically, there is an:

- Introduction that will give some background to the subject and research/study approach.
- A series of a few well-developed results of research. The key point is to make a few cases well.
- One way to provide information is through using a "bullet" method, which summarizes the evidence or conclusions, such as is used in this section. It makes the presentation lucid and easy for the reader to follow.
- Not all information has to be accompanied by graphs, tables or pictures. For example, the distillation of a philosophical theory in a poster would provide a fruitful intellectual experience. The presenter could have a real interchange with interested attendees of that poster.
- The text should **not** be laden with footnotes - and with few endnotes. References should be given at the end and cited, when appropriate in the following manner: Single source by the author: (Name, pp.) Multiple sources by author (Name, short title or date, pp.)

Figures

Figures can be charts, graphs, maps, photograph or art reproductions or any other visual media. For example, one way to use a figure to get across a good amount of information is to have a chronology of an incident or an historical figure. It allows for both concise and synthetic information. Many institutions have Media Centers that can help develop these in color and to your size specifications.

Tables

Tabular information is one of the useful ways to present information in a compelling and clear manner. Tables do not have to just present statistical information. They can be used to show different archival collections, database categories that were used in research, or periodizations and associated phenomena. Remember that column labels and categories should be clearly presented.

Conclusion

The Conclusion is an important part of the poster. Its main purpose should be to highlight the main idea(s) and to only briefly be used as a summation device, if at all. New interpretations or research sources/areas should be underscored in the conclusion. Again, consider using a "Bullet" format to make your points here, as well as to separate the ideas.

Acknowledgments

Where appropriate, for granting agencies, librarians and archivists, or those who provided a place for your research, you might consider a brief acknowledgments section.

References

Concentrate on key references only. This is not meant to be an exhaustive listing of sources, either in terms of the subject area or your own research. While you want to show your expertise in the area, and back up your ideas, remember that you can expand on the discussion of sources directly with your readers during the poster session.