Poster Session Guidelines

A Poster Session is a graphic presentation of an author’s research. The authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards.

Authors will hold discussions with registrants who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions.

Policy:

- Presenters must register for the symposium.
- All presenters must be registered by the Advance Registration Deadline; 05/06/2013
- Those who fail to show up for their scheduled presentations without previously notification will not be permitted to posters at any MNP-sponsored event for two years following the "no-show."

General Information:

- The poster board will be 3.5 feet tall by 5 feet wide, mounted on stands or walls.
- Thumbtacks will be available onsite for mounting the displays.
- **No audiovisual equipment is permitted for poster presentations.**
- There will be approximately 18 posters scheduled concurrently with oral presentations.
- The author must remain by his/her poster board for the duration of the 45 minutes session.
- Posters may be set up one hour before the start of the session.
- Presentations should be taken down after the session ends. Display materials not removed following the conclusion of the session will be discarded.
- If handouts are distributed, bring approximately 30 copies.
- Bring business cards with you in case the viewer is interested in more information.

Poster Development Tips

- Materials should include the title of the presentation and list of authors. Letters in the title should be at least 1 inch high. Bring all illustrations needed -- figures, tables, color photographs, charts.
- The material should be well labeled and legible from a distance of 8 to 10 feet away. Lettering should be bold. If you will be posting typed material, use a large font size (24 point font) on white, non-glossy paper. Use 1.25-inch margins. Avoid use of fancy fonts. Use upper and lowercase letters. Sans serif fonts such as Veranda are much easier than Serif fonts.