

American Water Resources Association

2010 Spring Specialty Conference GIS and Water Resources VI

March 29 – 31, 2010

Orlando, FL

POSTER SESSION INFORMATION

Schedule

The Posters will be available for viewing:

- Monday, March 29, 8:30 AM – 6:30 PM (which includes the Opening Networking Reception, the time specially set aside for you to be available for questions regarding your poster.)
- Tuesday, March 30, 8:30 AM – 3:30 PM.
- You can also be present during the Networking Breaks on these days (10:00 - 10:30 AM and 3:00 – 3:30 PM)

Set Up

Poster Board size is 44 inches high x 46 inches wide.

The Poster Session will be in the Sandlake Room of the hotel. Posters should be set up Sunday March 28 between 2:00 PM and 5:00 PM. There will be a sign with your paper title and name on your board.

Dismantle

All posters must be removed from the room by 4:00 PM on Tuesday, March 30. **Any posters remaining after that time will be disposed of by the hotel staff.**

General Information

Poster Board size is 44 inches high x 46 inches wide.

All posters must be self-contained. Supplies for affixing posters will be at the AWRA Registration Desk.

Unfortunately, no tables, electricity, audiovisual equipment or computer equipment will be available for this session.

If you are participating in the Student Presenter Competition, you'll find 2 envelopes pinned to your poster. One contains blank Evaluation Forms with your name and the name of your poster on it. The other is for completed forms. Conference attendees will be the evaluators so please remember to give a form to anyone who looks at your work and/or talks to you about it.

Questions?

Contact Pat Reid at the AWRA Headquarters (540-687-8390 or pat@awra.org.)

INSTRUCTIONS FOR POSTER SESSION PRESENTATIONS

Introduction

These instructions are designed to provide authors with guidance on a poster presentation. Poster presentations are an important part of our meeting. The poster session format provides authors with an excellent opportunity to interact and command greater audience interest than is normally available. By means of illustrations and brief texts mounted on large poster (bulletin) boards, authors will have an opportunity to communicate the results of their work to meeting participants on a one-to-one basis for a longer period than is normally available for oral presentations.

Space Arrangements

Several rows of poster board holders make up the poster area. Each Poster Presenter will have a space that is **44 inches high x 46 inches wide**. Authors should plan their poster materials to fit this space. All posters must be self-contained.

Supplies Available

The poster (bulletin) boards will be set up well in advance of the scheduled session. Thumb tacks, push pins, tape, scissors, paper, and felt-tip markers will be available in the session poster room to assist authors in assembling their poster exhibit. **No tables, electricity, audiovisual equipment or computers will be available for this session.**

Author's Responsibility

Authors are asked to set up their poster exhibits so they can be ready for observation by the scheduled session time. Authors must be in their assigned poster areas and be available for discussion with attendees during the poster session times listed in the final program. If there are two or more authors present for a paper they may split the time they are present or may all be present for the full period.

Suggestions for Presentation

Poster session authors have two vehicles for presentation of their paper to the audience: (1) visual and oral contact during the poster session, and (2) the conference proceedings (manuscripts for Spring and Summer Specialty Conferences and original submitted abstracts or extended abstracts only for the Annual Conference.)

Visual contact is by the poster itself, which should contain the most important text and illustrations that the author would have in an orally presented paper. The poster exhibit should consist of illustrations (graphs, maps, cross-sections, photographs, etc.) explained by titles and a minimum of text. The use of color illustrations can enhance interest in the poster. As part of the poster exhibit, a sign indicating the paper title, name(s) of author(s), affiliation of author(s), and city and state or country is required. The size and number of items in the exhibit are left to the discretion of the author(s), but the "story" should proceed from left to right, top to bottom with a brief summary/conclusion text at the end. As a general rule, the posters should be made with the same care as would be used for the text of an oral presentation and following the rules for preparation of good slides for a visual presentation – bold, colorful, and uncluttered with unnecessary detail.

Individual poster illustrations should be not less than 8 inches by 10 inches in size. Items may be mounted on colored backing paper if an author desires to have colorful borders around the items. **USE LARGE PRINT.** All lettering should be large enough to be read from about 3 to 5 feet away. Hand lettering may be used, but it should be done neatly using guidelines. Typewritten information is satisfactory if the letters are at least ¼ inch high. The poster items should be made of lightweight materials so they may be mounted on the bulletin boards with thumbtacks.

For the oral contact with observers, authors should be available to summarize the paper, to answer questions, or to expand on the poster with requested details. During the poster session, authors should try to avoid having their time monopolized by a few observers if other observers are waiting to make contact with the author. If necessary, the author can make arrangements for further discussions at another time.

Tips for Effective AWRA Poster Presentations

1. Do not place too much information on your board.
2. Lay out the flow from top left to bottom right. Add arrows or other visual queues to visually lead the viewer.
3. Do not use more than 4 colors for your text and graphs. Light backgrounds with dark text works best. Avoid Yellow and limit the use of Red and Green.
4. Photos should be of the highest resolution possible.
5. Label all graphs, exhibits, and drawings. They will serve as the initial draw for a viewer. They should provide a complete bit of information.
6. Define abbreviations.
7. Use a single font. Non Serif Fonts are best.
8. If you must build the poster on-site, limit your construction to pre-printed 8 ½ “ x 11” paper. If you can build the poster before the conference, laminate it for easier transport and for a more professional appearance.
9. Limit content so that it can be read in 10 to 15 minutes or 1,000 words maximum.
10. Interact with the viewers. Ask them questions. Do not be complacent and wait for them.
11. During the Opening Networking Reception and the breaks your viewing audience may be holding food and drink in their hands. Do not be offended if they cannot immediately shake your hand. Offer them assistance with their juggling act if you can. You should not be eating.
12. Place business cards in an easily accessible envelope on your poster.
13. Provide 8 ½ “ x 11” paper versions of your poster. Make your contact information stand out.
14. Use pre-defined templates in MS Word or PowerPoint. Search for “poster template” on Google.
15. Summarize your poster in a single sentence just below the title.
16. Practice the introduction of your poster with a peer. Answer their questions as if you were in front of your poster. Stage the event.
17. Text boxes should be a maximum of 10 lines long and 40 characters wide.
18. Your poster will be viewed from 3 to 10 feet away. Design it to capture the passerby with your titles at 10 feet and your reader of the detailed text at 3 feet. Stand 4 to 6 feet away and let the viewer get comfortable.
19. Coordinate your wardrobe with your poster. Wear your name tag. Keep your hands out of your pockets.
20. If more viewers arrive in the middle of your presentation, continue on and do not start over.
21. THANK your viewers.