

Poster Presentation Guidelines

IWSS Symposium, February 28, 2017



Poster Session: Tuesday, February 28, 2017 from 12-7 PM

Location: Waterfront Place Hotel, 2 Waterfront Place, Morgantown, WV 26501

Cost

- There is **no fee** to present a poster or to attend the IWSS Spring Symposium; however, registration is required so we may plan for set up and catering. Please visit https://iwss_symposium.eventbrite.com to register.

Poster Specifications

- Posters should be 36in x 48in.
- Posters will be displayed on easels and must be mounted on foam board.
- The IWSS will provide foam board backing in the dimensions indicated above (36in x 48in). If posters are larger than 36 x 48, the presenter should plan to provide his/her own backing material.

Prepare Your Poster

- The presentation **must** cover the material as cited in the abstract.
- Place the title of your poster prominently at the top of the poster.
- Highlight the authors' names and contact information in case the viewer is interested in more information.
- Prepare diagrams or charts legibly in a size sufficient to be read at a distance of 5 feet.
- Paragraph and figure captions should be at least in a 24-point font and headers at least in a 36-point font. Be creative by using different font sizes, styles, and colors, yet be consistent with formatting choices throughout.
- When working with graphs or charts, use different colors and textures/symbols for each line or bar. A serif font (e.g., Times) is often easier for reading main text, and a non-serif font (e.g., Arial or Helvetica) is legible for headers and figure labels.
- Organize the presentation so it is clear, orderly, and self-explanatory.
- Use squares, rectangles, circles, etc., to group similar ideas. Avoid cluttering your poster with too much text. Label different elements as I, II, III; or 1, 2, 3; or A, B, C; making it easier for a viewer to follow your display.
- Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

Poster Set-Up

- Posters should be displayed between 12:00 p.m. and 7:00 p.m. during the Symposium.
- The location for poster presentations will not be assigned. Easels will be available on a first-come, first-served basis. The IWSS will have limited supplies on site so please plan to bring a stapler, tape or push pins for the foam board to ensure that you will be able to place your poster quickly and easily.
- Posters should remain up through the entire symposium to obtain maximum viewing.
- Please do not remove posters before 7:00 P.M.
- Presenters should be available during the afternoon reception (5:00-7:00 pm) to answer questions about their research.

Poster Removal: Posters **must** be removed by 7:30 P.M. Posters remaining after this time will be removed and recycled.

Poster Help Booth: IWSS Staff will be available to answer questions and to provide assistance in locating a poster location, provide limited last-minute supplies (push pins, tape, and scissors), and answer general questions. If you need additional or specialized supplies, please bring them with you.