

POSTER SESSION INSTRUCTIONS

Poster Session Location, Setup, & Teardown

The Poster Sessions will be held in the Chicago Ballrooms 6 and 7 on the Ballroom Level of the Hotel. Poster location assignments will be made at the time of installation at the Hotel. Posters may be installed on Thursday, June 9, from 12:00 p.m. to 5:00 p.m. Although there are specific poster session times, posters will be available for viewing during the Welcome Reception on June 9.

Posters will remain on display until Tuesday morning, June 14. Teardown will take place from 8:00 a.m. to 12:00 p.m. Any poster not removed by 12:00 p.m. will be removed and destroyed.

Display Board Description

For this particular poster session, panels will be assembled in rows of three, 4' high x 8' wide tack boards, allowing for the presentation on both sides of each board. The actual display area for each poster is approximately 4' high x 3' wide (approximately the size of an A0 piece of paper). Push Pins will be provided for mounting your posters to the board. **DO NOT USE TAPE OR ANY OTHER ADHESIVE MATERIAL** to mount your poster to the display board.

Preparation of the Posters

It is suggested that the posters be prepared so that they can be easily understood even in the absence of the presenter.

The general suggestions for preparation of the posters are provided below:

1. Legibility: The poster should be readable from a distance of at least 6'. Suggested sizes include: minimum graph size 10", section heading letters 3/4", and text and figure lettering no less than 3/8".
2. Heading: General heading label for each display area should include the title and the presenter's name and institution.
3. Titles: All Figures and tables should be titled. The sizes, format, and number of the posters (beyond the heading) are left up to the discretion of the presenter.
4. Dimensions: Each poster to be displayed in the space designated by the paper may occupy the area equivalent to the A0 standard (841 mm width × 1189 mm height, or 33.11 in x 46.81 in). When mounting, remember don't plan to mount anything lower than waist height (30" above the floor).

Summary

Please note the following points when designing your poster:

- **DO** use large, easy-to-read letters.
- **DO NOT** paste-up typed pages from a paper.
- **DO NOT** clutter the poster with details.
- **DO** include clear figures and tables.
- Posters should be understandable - even in the absence of the author(s).

