



Making Conference Posters

Content (From PAA-recommended poster site)

- Include title, authors, author affiliations, email or other address, an introduction, a description of the methods used, and conclusions. References and acknowledgements may also be included. Abstracts are essential and should be highlighted.
- Select only the most pertinent data to report on the poster. For easy viewing, arrange materials in columns rather than in rows.
- Bring handouts that include the abstract, contact details, and any supplementary information.

<http://www.pop.psu.edu/info-core/library/posters.htm>

Format – Individual sheets or large-size printout?

- Nowadays most conference posters for professional conferences are printed on large-format printers, because they look nicer generally. However, a large-format poster can take longer to prepare, cost more to produce, and be more difficult to transport.
- **Examples of PAA posters from PSU:** <http://www.pop.psu.edu/general/paa2004.htm>
- If you prefer to do **individual sheets**, follow these PAA directions:
 - **Title** - Prepare a banner for the top of the poster indicating the title, author(s) and affiliation(s). Lettering on the banner should be at least one inch high.
 - **Illustrations** - Figures should be designed to be viewed from a distance, and should use clear, visible graphics. Each figure or table should have a heading in large typeface. Detailed information should be provided in a legend below in smaller typeface. Since there is no text accompanying a poster, the figure legend should describe concisely the content of the figure and the conclusions. Details of the methodology should be kept brief and should be placed at the end of the legend.
 - **Layout** - Materials should be mounted on colored poster paper. Use thin mounting materials -- heavy board is difficult to keep in place. (Push pins may be used.) For easy viewing, arrange materials in columns rather than in rows. The sequence of figures or graphs should be indicated with numbers or letters at least one inch high. Avoid long textual passages and use graphs and diagrams as much as possible. (You may have copies of abstracts available for distribution during the poster session.)
- If you prefer to present a **large-format printed poster**, you will need to use software to prepare the poster. PowerPoint is perhaps the most popular, but you may also choose other software with which you are familiar.

Online Resources:



Using PowerPoint to make your poster

- <http://courses.washington.edu/~hs590a/modules/19/pp/poster.html>
- <http://www.cmer.wsu.edu/~yonge/ce465/poster.pdf>

Using LaTeX

- <http://www.astro.gla.ac.uk/users/norman/docs/posters/>

Size

The PAA poster board is a framed cork surface, 4 feet high and 8 feet wide. Powerpoint tip: Start with a blank slide and go to File>Page Setup to change the size of the slide. If your poster is going to be 4ft x 8ft, you can make the slide 2ft x 4ft. When it is being printed in Health Sciences, they can scale the poster up to the desired size.

Layout

- (See attached sample layouts)
- Examples of PAA posters from PSU:
<http://www.pop.psu.edu/general/paa2004.htm>

Printing

Health Sciences has excellent large-format poster printing facilities. They are located on south campus in the **Health Sciences Building T-271**. Tel: (206) 543-9275

Time

- Current turnaround for posters is 1 1/2 days. IF many people are preparing for the same conference, there may be heavy volume and slower turnaround times!!!

Price

Standard Papers		
Size	Heavyweight Bond	Semi-Gloss Photo
30x40	28.00	33.00
36x48	36.00	43.00
40x60	42.00	54.00
48x72	54.00	67.00
48x84	64.00	77.00
48x96	72.00	92.00
52x120	92.00	117.00



Photo and poster charges are calculated on the nearest square footage to a standard size. Large orders may be charged by the linear inch - ask for a quote.

Steps

1. Prepare your poster file
2. Show to colleagues/friends/family for input & typos.
3. Upload your file to Health Sciences
4. Go to health Sciences to see your small proof
5. Pickup your poster and a poster tube for transporting.

Details

- You may upload your file directly to the Poster printing facility in health sciences.
<http://depts.washington.edu/hsasf/fileupload/upload.html>
- I suggest that you get a small-size proof, before you print the full-size poster. You can check color, images, text, etc.



Good Hints from the National Honor Society in Psychology: Poster Presentations

Poster presentations provide the opportunity for the presenter and the audience to talk with one another. A physical arrangement similar to an exhibit area is used for this interaction. Each presenter is provided with a freestanding bulletin board, usually around 3.5 feet high by 3 feet wide, on which to display the poster. [NOTE: The most common size for posters is 3.5 - 4 feet high by 5.5 - 6 feet wide. Check to make sure your poster adheres to the requirements of the conference at which you will be presenting.] A relatively large number of posters will be displayed during each poster session. During the designated period, the audience moves through the poster displays, stopping to interact with those who are presenting research that is of special interest to them. Thus, the interaction between the presenters and the audience is likely to be more meaningful than is typically the case in paper sessions. Therefore, when constructing your poster, remember to utilize the opportunities provided by this method of presentation.

Poster presentation recommendations:

1. Construct the poster to include the title, the author(s), affiliation(s), and a description of the research, highlighting the major elements that are covered in the abstract.
2. Minimize detail and try to use simple, jargon-free statements.
3. Remember that pictures, tables, and figures are amenable to poster display
4. If you can, use color in your visuals.
5. Make sure your lettering is neatly done and is large enough to be read from a distance, i.e., do not simply pin up a set of typed pages--reserve these for your handout.
6. Consider using a flow chart or some other method of providing the viewer with a guide to inspecting your display.
7. Don't overwhelm the viewer with excessive amounts of information; rather, construct a poster display that enhances conversation.
8. Be ready to pin up and take down your poster at specified times.
9. Be sure to bring thumbtacks with you.

Prepare for distribution, copies of a printed version of your paper (about 25) with the details of the research and/or a sign-up sheet on which interested people can request the paper. Be sure to indicate on the paper your identification, the conference source reference, and whether or not it may be quoted.

<http://www.psichi.org/conventions/tips.asp>