



NEWEA 2019 Annual Conference Guidelines for Posters

Background

A poster presentation is a graphic display on an easel. It should be organized as a graphic presentation that stands by itself as a summary of research or a project. In most cases, it contains an overview of objectives, experimental methods, materials, results, and conclusions. The author of the poster provides the detailed discussion. Posters optimize one-to-one communication and afford an opportunity to discuss mutual research interests on an informal basis.

The intent of the poster session is to provide another technique for communicating important information and technology to attendees of the annual conference. It is not intended as a mechanism for advertising products or services. Posters consisting of commercial brochures describing products or services are not acceptable and will be removed.

Guidelines for Poster Symposium Presentations

The purpose of this session is to promote informal discussion. These discussions may begin with a question from an interested person or may be initiated by pointing out a particular feature of your work and allowing questions and answers to evolve from that point. Keep your discussion conversational rather than lecturing or reading from a summary or your report.

The purpose of your work and the target audience should be readily apparent from a quick look at your poster. Make sure that all of the text is readable from a distance. Keep written text to a minimum. The use of “bullets” or short phrases is recommended as they promote rapid comprehension. It is easier to understand numerical results if they are presented graphically rather than as tables of numbers. Briefly, present the conclusions of the study at the end of the poster.

Supplies

Representatives from the Program Committee will be on hand to answer any questions. Each poster session participant will receive a 30” x 40” foam core board to mount their poster once they arrive. They will also be provided with an easel, chair and small round table. Participants are responsible for supplying their poster, any handouts desired and materials to mount their poster. NEWEA organizers may have limited amounts of tape, scissors, and felt-tip markers available for the authors’ use in any poster mounting or last-minute touch-ups, but it is highly advisable for presenters to bring any materials they may

require. As much of each poster as possible should be prepared in advance and brought to the conference in a ready-to-assemble fashion.

Content

To aid the reader, a clear and concisely stated objective section is necessary. An experimental section may follow this. Results should constitute the major portion of the poster, with conclusions stated briefly, following the results. Liberal use of large photographs, figures, diagrams, maps and artwork are encouraged. Do not post your entire typewritten paper because it is impossible to read detailed text from a distance. Please prepare copies of your paper or presentation for distribution during the poster session.

Organization

An interested individual not necessarily familiar with your field of expertise should be able to extract the essence of your work by viewing the poster during the period that it may be unattended. This goal may be achieved by the use of one or more of the following devices:

1. Organize the poster units in an orderly manner for a logical flow from top to bottom or left to right.
2. Number the units in the order you want them viewed or use connecting lines to guide the reader as in a flow chart.
3. Block and subtitle parts of the poster as you would a paper.

Technical Details

A few mechanical features of a successful poster are outlined below.

1. **Poster Size:** The entire poster presentation needs to fit on a 30" inches high by 40" wide mounting board. Mounting boards as mentioned will be provided for each participant.
2. **Standard Poster Units:** Each piece of paper, graph, photograph, etc. that is placed on the poster board is defined as a poster unit. The following guidelines are recommended for the design units.

Unit Size: 8.5 in. by 11 in.
Letter Height: 0.4 in. minimum
Line weight: 1 mm minimum

3. **Handouts:** authors are encouraged to use handouts, supplementary text, and abstracts. Small round tables for display of this material will be supplied.

When in doubt, remember that your audience should be able to read your material from a distance of about 6 feet.