



## POSTER PRESENTATION GUIDELINES (2019 CONFERENCE)

### SIZE, FORMAT & HANDOUTS

- CHIA will provide each presenter with one foam board, measuring 40"x30", poster putty and an easel. Presenters should pick up the foam board and putty upon registration.
- All poster information must be formatted in to fit onto the foam board. Do not write on the foam board.
- At the Friday reception, each presenter will have a high-boy table on which to place any handouts, business cards, etc.

### TIMES & LOCATIONS

Presenters will have two opportunities to meet with attendees during the conference:

- “Networking Reception & Poster Presentations” - **Friday, March 8 from 7pm-8pm, Grand Ballroom**
  - Presenters should set up their posters and materials between 6pm-6:45pm.
  - You are expected to stay with your poster from 7pm-9pm to meet with attendees. We expect about 150 people to attend the reception. This will be a cocktail party and therefore a more formal opportunity for you to meet with attendees and present your work.
- Poster Presentations & Networking with Exhibitors / Coffee Break – **Saturday, March 9 from 10am-11am, Atrium/Solarium**
  - You are expected to stay with your poster from 10am-11am to meet with attendees. This will be a more casual opportunity to chat over coffee.
  - After 11am, you may leave your poster on the easel for viewing throughout the day.

### Tips for Preparing Effective Posters

Designing an effective poster requires careful thought and advance preparation. It is not sufficient to enlarge an abstract and add a few figures. When planning a poster, the first task is to identify the one, two, or three principal messages you have to convey. Then work out the most effective presentation and choose a headline to help highlight each point.

Poster presentations should be designed to summarize current research or programs in graphics forms: charts, tables, graphs, pictures, etc. Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised in inquiry. Detailed information can be provided with handouts.