



## ASIS&T Annual Meeting Poster Format and Instructions

Poster Presentations: Sunday - Tuesday, Oct. 26-28, 2008

### Poster Format

Poster displays should be no larger than 4 feet high by 7 feet wide.

Lettering should be simple, bold, and easily legible from a distance of 4 feet. Lettering for the title should be at least 1.5 inches high. Under the heading, include the names of authors and their affiliations in smaller lettering.

In the body text, keep the number of words to a minimum: please remember that this is not a paper. Arrange the elements in a logical sequence: introduction or statement of the problem or issue, objectives of the research or project, methodology used, major findings or outcomes, interpretations or significance of findings or outcomes, and conclusions. Use numbers if necessary to ensure that readers can follow the sequence.

Illustrations and color will enhance the effectiveness of your presentation. Tables, figures, and photographs are encouraged. While you should consider graphic impact, note that simplicity and legibility are more important than artistic embellishments. The background of the poster may be any color, so long as there is a strong light-dark contrast between background and lettering. The boards provided for mounting posters are usually beige or white.

If your display includes electrical equipment, you will need to provide your own power source, such as a battery. No electrical support will be available in the poster area.

### Poster Sessions

Please prepare all materials in advance. We will not print and mount posters or copy handouts for you. We will supply pins to mount posters on the boards, unless you prefer to bring your own pins.

Arrive in the poster room **at least 30 minutes before the session begins** to hang your poster. We expect the entire exhibit to be ready for visitors at the starting time.

Allow another **30 minutes maximum after the session ends** to take your poster down. Multiple sessions are scheduled in the same room: if you fail to remove your poster, it may disappear or be removed by our volunteers and stored temporarily. In that case, we cannot guarantee its condition. Any posters remaining at the end of the conference will be destroyed.

Set-up time for poster sessions: tbd

### Author Availability

We have scheduled relatively long display times for the poster sessions because they will compete with contributed papers and panel sessions. Plan for at least one author to be available at your poster for as much time as possible to respond to questions and comments.

#### Poster Session 1

Sunday, Oct. 26, 3:30-5:30pm (with authors present)

Monday, Oct. 27, 8:30-10:30am

#### Poster Session 2

Monday, Oct. 27, 1:30-5:00pm (with authors present 1:30-2:30pm)

#### Poster Session 3

Tuesday, Oct. 28, 8:30am-1:00pm (with authors present 8:30-10:30am)

We will provide sign-up sheets on which you can indicate when you will be available, along with space to collect names and addresses of visitors who want more information. You may also provide handouts or business cards for interested people to take away. The poster size of 4 x 7 feet allows extra space on the poster boards for hanging envelopes or pockets containing handouts.