A Speakers Guide to Giving Poster Presentations at ICEST Conferences

Poster Presentations

The Poster Session Format

Please refer to the program for viewing dates and times. The Program General Information will list poster set up and tear down times.

Poster Display Panels and Support Equipment/Configuration

The Standard Poster Display is a 4' x 8' (1.2m x 2.4m) double-sided Velcro covered panel. These panels have a horizontal orientation. The top edge of the panel is approximately seven feet above the floor. The bottom edge is usually three feet above the floor. The aisle width ranges from 8-10 feet between panels.

Additional Equipment

Laptops/Computers - Should you elect to bring a laptop or personal computer, you must provide your own power supply. The Conference will not be responsible for providing presenters with power, but can help contact the hotel. Internet access will **NOT** be available. Please plan accordingly.

Some Pointers for Poster Presentations

Large Format Poster Printing

Many of our authors find that printing a large format poster is now the most convenient way to organize their presentation. We suggest that you visit either Mega Prints Inc. (www.postersession.com), Kinko's www.kinkos.com or Alphagraphics (www.alphagraphics.com) for instructions on sending files for large format printing. There may also be a local print shop in your area that offers this service. Please check the telephone Yellow Pages for additional printing companies. An advantage of using a national company is that you can have the poster printed for you and waiting for pickup at the meeting site. You won't have to carry the poster on the plane.

Formatting Guidelines/Suggestions

Place the title at the top center of the poster. Use 72 point letters.
Avoid hand drawn materials.
Keep it simple.
Do not post the pages of your paper.
Make sure it has a logical flow.

Use color, graphics, charts, and photos. Key points should be in large type.
Do not try to tell the entire story on the panel.
Save some key points for the one-on-one discussion.
Check the program for the set up and presentation time for your session.