

Poster Session Guidelines & General Information

General Guidelines:

- The poster should be no larger than 3.75 feet tall by 7.5 feet wide (44" tall by 90" wide), and will be mounted on stands provided by the conference.
- **No audiovisual equipment is permitted for poster presentations.**
- Materials should include the title of the presentation and list of authors. Letters in the title should be at least 1 ½ inch high. Bring all illustrations needed -- figures, tables, color photographs, charts.
- The material should be well labeled and legible from a distance of 5 to 10 feet away. Lettering should be bold. If you will be posting typed material, use a large font size (24 point font) on white, non-glossy paper. Use 1-inch margins. Avoid use of fancy fonts. Use upper and lowercase letters. Use common serif fonts for body text. Sans serif fonts work well for titles, headlines or labels.
- If handouts are to be distributed, bring approximately 50 copies.
- The poster session will be scheduled **Thursday, April 12 from 3:45-5:15pm.**
- Bring business cards with you in case the viewer is interested in more information.
- Your poster title and board number can be found in the conference program.

For poster development tips, please go to the conference website:

<http://www.cdd.unm.edu/autism/programs/imagine.html>

Information for the day of the Poster Session:

- All posters will be assigned a board number and should be set-up in pre-assigned locations.
- There will be storage available for posters near the registration desk on Thursday morning.
- Posters may be set up 60 minutes before the start of the session.
- Thumbtacks will be available on-site for mounting the displays.
- Please plan a brief verbal summary description of your poster. An introduction to the poster should be clear, engage the audience and inform them of the message you want them to take from the poster.
- The author must remain by his/her poster board for the duration of the 1 ½ hour session.
- One chair will be provided for each Poster.
- Presentations should be taken down within 30 minutes after the session ends. Display materials not removed following the conclusion of the session will be discarded.

Poster Development Tips

Font Size

Sizes may vary depending on the viewing distance and amount of text to be included.

- Title Size: Ideal is 158-point font but titles should be at least 72-point font or larger. Title should be viewable from 5 to 10 feet away to catch the attention of the reader.
- Section Title: Ideal is 56-point font but should be at least 46 to 56-point.
- Block Text/Body: Ideal is 36-point font but should be at least 24-36 point

Font Type

Typefaces are often described as being serif or sans serif (without serifs). **Use sans-serif (non-serif) fonts** for the parts of the poster that need to stand out. Serif fonts can be more difficult to read, particularly the more decorative, handwritten and italicized fonts.

- Serif fonts include a small decorative line added as embellishment to the basic form or main strokes of an alphabetical letter. The most common serif typeface is Times Roman.
- Sans serif fonts have no embellishments. Common sans serif typefaces are Helvetica and Verdana.

Font Color

- Black text with a light background is the most legible for printed material.
- If it is important to have many colors for aesthetic or other reasons, it is better to use combinations different from black text on white background only for larger or highlighted text, such as headlines and titles.

Line spacing

- Leading refers to the amount of added vertical spacing between lines of type. Using between 1.2 and 2.0 line-spacing allows the reader greater ease in moving from line to line.
- Tracking is the space between characters. If your processor allows for letter-spacing adjustments, +3 is adequate.
- You can increase tracking for headlines, but you should not use less than +3 for tracking anywhere.

Images and Graphics

- Include captions for images and graphics to allow the audience to understand more precisely what the image is intended to communicate.
- Place images/graphics in sequence with the text.
- Do not place text over images.
- Include titles for images/graphics.
- Be sure that the resolution of the image is correct for large printing. As a general rule use 300 dots per inch, or dpi, when saving images. Avoid copying and pasting images from the web that are below 250Kb.

Organizing Information

- Be wary of crowding a poster. Take advantage of white space.
- Location of Title should generally be across the top of the page and displayed prominently. Headings and subheadings should be displayed in relationship to the body/block text they lead.
- Readers should be logically led in the correct direction from heading to heading by a clear narrative and attractive and logical design.