Knowledge Sharing Posters
Presentation Guidelines

A poster session provides the opportunity for in-depth exchanges of information and promotes an effective level of communication between a speaker and the audience. The poster display should be prepared as graphic support of a specific topic that can be examined by colleagues, who in turn directly question the poster representative about any aspect of the display. From colleague feedback, the poster representative gains reaction, input, and ideas.

To encourage discussion, the Program Committee is focusing on poster presentations with related new technology. The poster display may include graphs, tables, photographs or illustrations. All the material should be of sufficient size to be easily read. The poster should generally be prepared in the following manner:
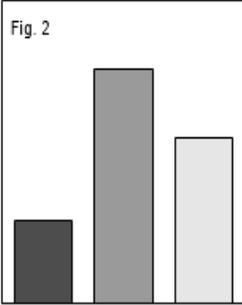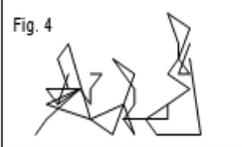
- Excessive commercialism, company logos, trademarks or specific product names should be avoided. If excessive, the poster may be determined to be inappropriate and will not be displayed.
- Identify topic by title, presenter, contact information, and affiliation.
  - Place the title prominently at the top of the poster to allow easy identification.
  - Presenter name and affiliation could be written below the poster title. Use of company logo is allowed for the purpose of affiliation only.
- Include a brief abstract that summarizes the poster objective.
- Make the display as self-explanatory as possible.
- Place the information sequentially, beginning with the problem background/main idea, method used, result, conclusion, recommendation, etc. If possible, number/label the different sections accordingly so that it will be easier for the viewer to understand and follow your display.
- Keep illustrations simple by using charts, graphs, contrasting colors, drawings and pictures to create interest and visually explain a point.
- Use large font for narrative materials. Recommended 36-point for segment title and 24-point for text.
- Posters should not exceed 36-inches tall and 48-inches wide.
- In addition to your name, we suggest a photograph of yourself be attached to your poster.
- Prior to display, the Program Committee will review all posters. The Committee reserves the right to refuse permission to display any poster considered to be commercial in nature or inappropriate.

The posters will be on display throughout the workshop, but presenters should plan be at their displays during the coffee breaks.

Posters should be set up by Wednesday morning by 0800 during registration and breakfast, 27 May and dismantled by 1600 on Thursday, 28 May.

Poster materials will need to be reviewed prior to the event – send a PDF version of your poster to your session chairs by 13 May.

Example & Photo of a Poster Display