

Poster Guidelines

Posters abstracts are due to the Planning Committee via Division Directors by **January 9, 2009**. An extended deadline was provided to allow for late submissions. This deadline is **January 30, 2009**. No abstracts will be accepted after the final deadline.

Maximum allowable poster width is 4 feet. Suggested height is no more than 5 feet.

Due to the multiple uses of the space allocated for the poster session, we ask that all posters be placed by the end of the day **Monday February 23**, one day prior to the symposium.

The poster should remain in place for the entire time of the symposium. Poster session will be Wednesday, February 25 from 11:30am-1:00pm.

Direction as to the placement of individual posters will be provided via email to all poster session participants prior to the week of the symposium. In addition, Suzanne Russell will be available from 10am to 2:30pm on Monday, February 23 to assist in the placement of the posters.

A poster presentation consists of a visual display combined with an interpersonal question and answer period. The content of an effective poster presentation should be direct, focused, and concise. Posters should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure every item in your poster is necessary. Investigators are required to be available during the poster session to discuss methods and results with interested visitors and colleagues. Presenters are encouraged to attend their posters during this time as their schedules allow.

Note: Please remove your poster by February 26th - 5pm.

Instructions for poster presentation

Presentations should contain succinct headings that organize and logically display the information. Graphics should be explicit and brief. Elaboration is best done verbally—just as if it were an oral presentation. A short legible "Introduction" and a summary of conclusions are essential.

The poster display should include:

- Title, author name(s), and abstract centered at the top of the poster.
- Hypothesis or Objectives
- Methods
- Results
- Conclusions &/or Management Implications
- Acknowledgements (collaborators, funding sources)

Mounting surfaces for posters will vary. Additional guidance as to mounting methods (e.g. thumbtacks, tape, etc.) will be provided in email prior to the event. Providing handouts to supplement your poster is encouraged.

Suggestions on Design and Production

Listed below are suggestions that you may find helpful in developing your poster presentation.

Poster printing—Large format printers are available for printing posters at the Montlake facility. You have three options for printing posters:

1. HP 755- Plotter in 2nd floor breezeway, West Building. (see SOP link below) This option is self-serve.
2. UW Poster printing service <http://depts.washington.edu/hsasf/posters/index.html>. You will need a budget code to use this service.
3. HP 5500PS- Plotter in 1st floor mailroom, West Building. Point of contact is Tony Yang. You must give him three days advance notice and he can only print FINAL versions! (high quality PDF's or MS Powerpoint) UPDATE: This plotter has been upgraded to a UV ink model, which means posters will last much longer and will not fade as quickly. If you have problems, please contact Jim Peacock (James.Peacock@noaa.gov; x3206) or Tony Yang (Tony.Yang@noaa.gov; x3415).

Please note: Due to the anticipated volume of poster submissions it is prudent that presenters print their posters early to avoid possible delays. Posters will be printed in order they are received, so please plan accordingly so that your poster is printed in time for the symposium.

Readability of Posters—Poster sessions will be viewed by a large audience. To accommodate a group at a single poster presentation, the size of the lettering (type) must be large enough to be legible at a distance of approximately six feet.

The six best color combinations to use in preparing artwork are listed below. Remember the key is contrast, so keep this in mind when choosing your colors and shades. Simple use of color can add emphasis effectively.

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1. Black, blue red or green on white
2. White on blue (no diazo)
3. White on black

If the presentation is typeset, choose a type design that can be clearly read (Helvetica or Arial, for example). The weight (thickness of each letter) of the type chosen should be medium or bold.

The actual size of the type in measured in "Points". To be legible at a distance of eight feet, the minimum type size used should be 30 points. Below are suggestions of type for viewing at various distances.

To be legible at:	Use:	Application:
8 feet	28 pt. M	Body of text, captions
10 feet	48 pt. M	Headings

14 feet

72 pt.

M

Poster title