

## POSTER PRESENTATION INSTRUCTIONS

### Development of Poster:

- For poster presentations we will provide a numbered **4-ft. (height) by 8-ft. (width)** bulletin board to post your presentation.
- Abstract title, author(s), and institution must be placed at the top of your poster board in large lettering. The Title should be about **1-ft. high**; authors and institution should be about **1-ft. high**.
- We recommend that you post a large-type copy of your abstract in the upper left corner of your board. See attached proposed format.
- Research posters should include a statement of the research questions, methodology, findings, discussion, interpretation and implication for practice.
- Use large type size that can be easily read at a distance of 6 feet.
- Be sure graphs and charts can be easily read at a distance of 6 feet.
- All materials should be printed on thin paper or poster paper. To enhance the visual quality of the presentation you may wish to have your materials mounted on a colored paper or board. *Keep in mind that a heavy board may be difficult to keep in place on the display.*
- You may wish to type your material on 8 x 11" plain paper as it would appear in your poster display. Then you can have staff in your agency review it for clarity and content.
- Materials may be mounted using pushpins, Velcro, or thumbtacks. ADEC will supply pushpins but any additional mounting materials need to be supplied by you.
- Your poster should be self-explanatory thus allowing you to supplement and discuss certain points.

### Other Information:

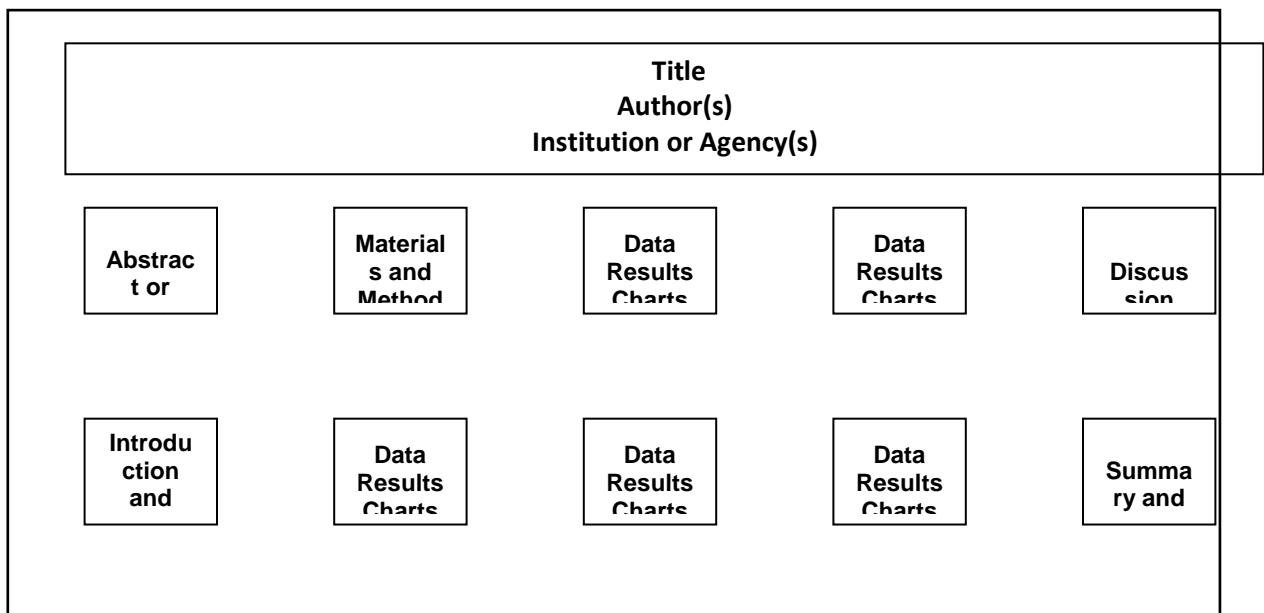
- A numbering system will allow you to locate your poster presentation. You will be e-mailed your poster number and further instructions as the conference date approaches.
- Presenting authors are expected to present during the scheduled presentation time. You are not permitted to have a coworker/colleague put your poster up and NOT be present for the poster session.
- Handout: A reference list should be included on the poster, if there is space. Otherwise, include the reference list in your handout.
- You need to create a 2-3 page handout to accompany the poster. You should prepare 75 copies. A business center in the hotel will be available if you need more copies; charges can be placed on your room account, or paid with a credit card or cash.
- ADEC expects you to check your poster several times in the course of the days to determine if you need to make more copies available.

- Your email address must be on the poster and on the handout.
- **All posters must be set up no later than two hours prior to your poster session.** Posters must be removed within one hour after the end of your Poster Session. ADEC cannot take responsibility for materials that are not recovered within that time period.

**Please Note:**

- No audiovisual equipment will be available for the poster session.
- Do not write or mark on poster boards
- There are various rules governing use of images. Images found via Google search *may* have copyright restrictions if they are cartoons, for example. To avoid this issue, ADEC recommends using Clip Art or standardized images available through Microsoft Office or Apple documents, or Googling “free clip art” for posters. For any image, it is best to put a footnote like “used by permission by...” If the presenter owns the photo, meaning it was taken by him/her, no permission is needed.
- For more information, please refer to this helpful guide: <https://www.sla.org/using-google-images-think-about-copyright-permissions/>

**Sample Poster Presentation Set-up:**



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