

## **Poster Sessions – General Information and FAQs**

The AACRAO Annual Meeting Vice-Program Chair [Seth Kamen, [skamen@ubalt.edu](mailto:skamen@ubalt.edu)] will be the primary contact from the time of acceptance until the conference.

### **Poster Session Description and Tips**

A poster session provides an opportunity to discuss your topic with peers in an informal setting, somewhat like an information fair. A good poster session focuses on one main theme, presents useful information, and stimulates discussion.

### **Display**

Instead of preparing a formal speech with accompanying graphics or demonstrations, you will prepare a display that captures your topic and ideas in easily understood printed text, graphics, and images. As conference attendees visit your display, you will have the opportunity to discuss your poster topic with them.

### **Schedule**

Just like other sessions at the Annual Meeting, your poster session will be assigned a day, time and location of presentation. You are expected to have your display hung before the opening session of the Annual Meeting and it remains displayed until 3 p.m. on Tuesday, April 2. Our hope is to cluster like topics into focused sessions throughout the Annual Meeting.

### **Oral Remarks**

Prepare a few remarks that will welcome participants to your poster. Introductions are in order. Find out who they are, where they work, and why your poster is of interest to them. A short introduction of about 1 - 2 minutes can give an overview of your poster and begin the conversation. These conversations can be very interactive, and you can have live demonstrations of tools/projects as well as websites available with more detailed information.

### **Handouts and Website**

Please prepare a one-page handout that summarizes your poster and includes contact information, including a URL if applicable. Handouts may also consist of supplemental resources that provide more extensive or in-depth information beyond what is available on the poster itself. You may bring a larger document; however, remember that most attendees prefer not to pack paper home after a conference. We encourage poster presenters to build a Web version of the presentation that attendees can visit after the conference.

### **What AACRAO Will Provide:**

- 6' skirted table
- One side of a 4' x 8' poster board (Someone else will be assigned to the other side)
- Assembly supplies (push pins, scissors, tape)

### **Poster Tips**

- Keep your poster simple and uncluttered. Be sure to use calm, contrasting, and complementary colors and enough empty space between the poster elements to make the layout easy on the eyes. Use only one or two fonts; do not use all capitals, which are more difficult to read.
- Include a title, institution or organization name, and a very brief summary so that participants will know at a glance if your topic is of interest to them. Often the title and summary will be in the upper left-hand corner and the institution name in the lower right.
- Make the text readable from 5 feet or more. Use bullets for your main points. Details can be included in your conversation, on a handout, or on a Web site that can be visited during or after the poster sessions.
- Make your poster visually interesting. Use color, graphics, photos, and other visuals to illustrate your topic (a picture is worth a thousand words.)
- If you plan to use a laptop for demonstration purposes, make sure the participants will be able to read the screen. You may wish to raise it to eye level so that participants do not have to bend over the table to see the screen. *Be aware that Internet access is not being provided.*

## **FAQs**

### **What should the dimensions of my poster be?**

*Each presenter will be assigned a 4' tall x 8' wide poster board that will allow you to attach your poster. You may use the entire space or any smaller area. You may choose to display a single poster or multiple posters within that space. Typical poster paper is 48" tall x 36" wide.*

### **Who is responsible for the production and related costs for my poster?**

*Similar to other presentations, each presenter is responsible for the production and any costs associated with materials including the poster.*

**Can I include institutional branding or logos on my poster?**

*Yes. Posters are intended to be an opportunity for institutions and offices to highlight innovations so you are welcome to use any appropriate branding identity.*

**Do I need to provide my contact information on the poster?**

*You are welcome to provide contact information but the AACRAO Program Committee will also be providing a standard contact card with presenter information. This card will be affixed to each poster board in an identical location in order to provide consistency.*

**Should I provide handouts with my poster?**

*You may choose to provide handouts. You can leave them on the table in front of your poster when you are not in attendance to provide more information. This is not, however, an expectation or requirement.*

**Can my poster presentation be supplemented with technology?**

*Yes, you may choose to supplement with technology (example: laptop to provide example of a software innovation). Note, you should not leave technology in the poster area when you are not in attendance. Because of facility restrictions, AACRAO will not be providing power or Internet connections for the poster sessions.*

**Can my poster presentation be supplemented with table top displays or physical demonstration items?**

*Yes, you may choose to supplement with other display items or “props”. Items should not be left unattended when you are not present in the poster area.*

**Can a poster presentation include more than one presenter?**

*Yes, the poster can be prepared and represented by more than one presenter. Both should be present at published times and both should be listed as a presenter to allow for scheduling by the AACRAO Program Committee.*

**Can I include an exhibitor as a co-presenter?**

*No, the goal of the poster sessions is to provide peer to peer information on innovations and strategies.*

**Can I use the name or logo of a vendor in my presentation?**

*Since many innovations are based on institutional partnerships with a specific vendor, a vendor name can be mentioned but the poster or information should not advertise a specific vendor. Additionally, logos should not be used. Note that it is the presenter's responsibility (much like in a live session) to vet the usage of a corporate name.*

**Can exhibitors/vendors present a poster?**

*No, the goal of the poster sessions is to provide peer to peer information on innovations and strategies.*

**My institution has a training program that AACRAO members may be interested in. Can this be the topic of a poster session?**

*No, this is intended to be an opportunity to share best practices rather than to advertise goods and services.*

**Will my poster presentation be included with similar topics?**

*The structure of the poster sessions may change year to year based on demand. If similar or complementary topics are submitted, those posters may be located proximate to each other in order to build synergy in a specific topic area.*

**What is the time commitment while at the conference?**

***Posters** need to be up at the start of the annual meeting and remain displayed until 3 p.m. on Tuesday, April 2. **Presenters** will be expected to be at their poster for no more than 2 hours. This time will be designated in advance and the AACRAO Program Committee will assist in ensuring that poster presenters do not have other presentation conflicts.*

**How will attendees know when I am present with my display?**

*Poster session times will be part of the program. A title of your poster display and the time you will be present will be communicated in the annual meeting program.*

**Can I present more than one poster topic?**

*Unfortunately, you can only present one poster per year. This is due to scheduling of the poster sessions.*

**How will I ensure that the display presentation time doesn't conflict with another session presentation I have?**

*The AACRAO Program Committee will assist in ensuring that poster presenters do not have other presentation conflicts.*

**How long will my poster be on display?**

*Posters need to be up at the start of the annual meeting (before opening session) and remain displayed until 3 p.m. on Tuesday, April 2. Since contact information is provided, you may receive inquiries beyond the time you are present at your poster.*

**Should I have an oral presentation prepared to accompany my presentation?**

*You are not expected to have prepared remarks or a formal oral presentation. The format is meant to be more informal and fluid. We recommend you have talking points to begin a conversation when attendees begin to ask about your poster.*

**Can the same topic be both a poster presentation and a session presentation?**

*Yes, both should be submitted separately. The Program Committee will evaluate each independently.*

**How are poster sessions submitted?**

*Poster sessions should be submitted using the session submission form. For session type, choose "Poster Session."*

**How are poster sessions selected?**

*The Program Committee and Professional Activities Committees will evaluate posters in a manner similar to oral sessions.*

**How will I be notified that my poster has been selected?**

*The Program Committee will notify those selected.*

**My session was not accepted, can I submit it as a poster session instead?**

*Yes, please contact the Vice-Chair of the Program Committee (Seth Kamen) for more information.*

**Can I ship materials to the convention site?**

*You may not ship materials to the convention center but you may be able to ship directly to your hotel. Please check with the hotel staff for more information.*