

AACRAO Annual Meeting – Los Angeles 2019

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 by the start of the Annual Meeting and remain hanging through 3 p.m. on Tuesday, April 2 so all attendees have an opportunity to review and ready for discussion prior to the start of your allotted time. 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 Web sites available with more detailed information.

Handouts and Web Site

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)

The AACRAO Annual Meeting Vice-Program Chair, Seth Kamen, seth.kamen@montgomerycollege.edu, will be your contact from the time of acceptance until the conference.

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.*