



**Today's Ideas  
Tomorrow's Innovators**

The UofC Graduate Conference

**May 5-7, 2010**

## **Poster Presentation Guidelines**

### **Location**

Poster boards will be located in MacEwan Hall Ballroom. Abstracts selected for presentation in poster sessions will be grouped by topic as well as numbered and listed in the official program. The official meeting program will be available by the end of April.

### **Poster Placement and Display**

Please ensure that your poster is displayed on the correct poster board. Do not place your poster in an alternate location. Each presenting author of a poster will be given a poster attendance card upon registration. This card is designed to be displayed in conjunction with your poster.

### **Poster Presentation Time**

Poster presentation will occur during the Networking event (18:30 – 20:00) on Thursday, May 6. All authors are encouraged to be near their posters during this time.

### **Poster Set-up/Removal Times**

In order to set-up your poster, it will be necessary to collect your badge first – this is in order to gain access to the conference areas.

**Set-up of posters: Thursday, May 6 between 17:30 and 18:30**

**Presentation of posters: Thursday, May 6 between 18:30 and 20:00**

**Removal of posters: Thursday, May 6 after 20:00**

### **Preparation of Posters**

Planning and preparation will make your poster presentation clear, effective and rewarding. Posters should be readable by viewers 2 metres away. The message should be clear and understandable without oral explanation. In order to communicate the key messages from your abstract effectively, please take the time to read the following guidelines when creating your poster.

### **Title**

The title should be the same one used in the submitted abstract.

### **Contact Information**

Name, organization, complete mailing address, telephone number, and e-mail address of the corresponding author and the affiliations of all other authors should appear on the poster.

## Size

**The poster must be no larger than 4 ft (width) by 5 ft (height).** Prepare a 6 inch (15 cm) high headline strip that runs the full width of the poster. Include the title, authors, affiliations, and program number on the strip in letters not less than 1 inch or higher.

## Lettering

The poster should be easily readable at a distance of two metres. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles for the same reason.

## Eye Movement

The movement (pathway) of the eye over the poster should be natural; down the columns or along the rows. You can use arrows, pointing hands, numbers and letters to help clarify the sequence in which you want a viewer to read your poster. Remember, size attracts attention as well as graphic images (pictures, graphs, illustrations, etc.).

## Simplicity

The temptation to overload the poster should be resisted. More material may mean more confusion and less communication.

## Abstract (Optional)

The abstract is an abbreviated, accurate representation of the poster. It should be no more than 250 words and summarize the essential information of the poster. Including an abstract on your poster is optional.