2016 AQFL-UGPN Workshop Poster Session Presenter Guidelines

Poster session is located in Jordan Addition Room # 1214, and in the hallway adjacent to this room in Jordan Addition. Each poster has been assigned a number (see workshop agenda). All poster presenters should plan to place their poster on poster board according to the assigned number by 8:00 a.m. before the workshop starts. During the poster session viewing time (3:30-4:30 pm), the presenters are required to be present at their posters. All posters should be taken off from the poster board at the end of the workshop (5:30 pm).

Please carefully review the information below to ensure that you have not missed any important information preparing your poster presentation for the 2016 AQFL-UGPN Workshop.

Prepare Your Poster

Each presenter is provided with a 4-foot-high by 3-foot-wide poster board. Poster boards have a 2.5 cm (1-inch) frame. Dimensions of the useable work area are 1.2 meters high by 0.9 meters wide (4’ high × 3’ wide).

The presentation should cover the material as cited in the abstract/title submitted. In case of the changes in the poster titles, please inform poster-session co-chairs (Drs. Kai Wang and Patrick Campbell at kwang@ncsu.edu and pccampb2@ncsu.edu) ASAP.

Place the title of your paper at the top of the poster board to allow viewers to identify your paper. Be sure to indicate 1) title, 2) authors’ names, and 3) authors’ affiliations. You may also include/highlight contact information for the corresponding author in case viewer is interested obtaining more information later, or it is also handy to have business cards on-hand during poster session.

Prepare all diagrams or charts neatly and legibly in a size sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24-point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height). Use creativity by using different font sizes and styles, perhaps even color.

Use different colors and textures/symbols for each line or bar contained in your graph or chart. A serif font (e.g., Times) is often easier for reading main text, and a non-serif font (e.g., Arial or Helvetica) for headers and figure labels.

Organize the paper on the poster board so it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc. Use squares, rectangles, circles, etc., to group similar ideas.

Avoid cluttering your poster with too much text, and label different elements as I, II, III; or 1, 2, 3; or A, B, C, making it easier for a viewer to follow your display.

For questions regarding the poster, please contact poster-session co-chairs (Drs. Kai Wang and Patrick Campbell at kwang@ncsu.edu and pccampb2@ncsu.edu).