

## **INSTRUCTIONS FOR POSTER SET-UP**

### **1. POSTER BOARD**

Each author of a poster will be provided with a poster board 4 feet high and 8 feet wide. Pushpins will also be provided. The presenter is responsible for bringing anything else needed.

### **2. TECHNICAL DETAILS**

**TITLE BANNER:** A title banner should be prepared which is not more than 4 ft. long. Lettering should be at least 1" high. The banner should include the title, authors, and their addresses.

**POSTER UNITS:** Each piece of paper, graph, photo, etc. that is placed on the poster board is defined as a poster sheet. Please adhere to the following in the design of poster sheets:

**SIZE:** The minimum size of a poster sheet should be 8 ½" x 11." Larger sizes may be used, but size consistency is encouraged. Posters printed on a single sheet on a large format printer are preferred and must fit within the poster board frame.

**TYPE SIZE:** A minimum letter size of 184 point is recommended. Large point sizes should be used for headings. Please use block lettering and not script.

**FIGURES:** For best visual effect, use simple to semi-complex figures that can be read easily (from 4 ft. away). Labels should use type of at least 18 point.

**HANDOUTS:** Authors are encouraged to provide handouts, e.g. preprints, abstracts, copies of the poster or supplementary information. No hardware (including books, terminals, or accessories) may be displayed.

### **3. ORGANIZATION**

Arrange poster sheets for logical flow from top to bottom, left to right. Number poster sheets in the order you wish them to be viewed. Block and subtitle several poster sheets devoted to a specific part of the work; e.g., apparatus, sample work-up, experimental details, etc.

### **4. CONTENT**

**OBJECTIVE:** An early portion of the poster (e.g. one poster sheet) should be devoted to a concise, straightforward statement of the objective of the work.

**BODY:** Other poster sheets should demonstrate in some detail the work that was done and typical results. Excessive detail is discouraged.

**RESULTS AND/OR CONCLUSIONS:** A later portion of the poster (e.g. one poster sheet) should present the results and/or conclusions of the work.

### **5. GENERAL**

**SUPPLIES:** A packet with materials for mounting your poster will be provided to you. Supplies should be returned at the end of the session. Do not write on or mark the poster boards.

**TAKE-DOWN TIME:** Please do not remove your poster before the end of the session. Every author is responsible for removing his/her poster at the end of the session. Sunday posters are to be removed beginning at 7:30 PM; Monday through Wednesday posters are to be removed beginning at 4:00 PM. Thursday posters are to be removed after 2:00 PM. The Program Committee will dispose of any poster that is not removed within one-half hour of the conclusion of the session.

**PRESENTING YOUR POSTER:** You are required to be available for discussion of your poster at the designated times. Please wear your presenter badge. If your poster is on display but you fail to be present at any of the assigned times, your poster will be removed and you will be noted as a "no show" and banned from presenting a paper or poster at Pittcon for two years. If you have a replacement/substitute author, we must be notified prior to the event. [program@pittcon.org](mailto:program@pittcon.org)

If you have several posters accepted it is your responsibility to make sure that they are covered at the assigned times. If you have more than two posters to present at the same time, please ask your co-authors to help you or withdraw the extra posters.

For questions, email: [program@pittcon.org](mailto:program@pittcon.org)