

ICDATA Guidelines for posters

General Information

A poster or discussion session is a presentation where materials such as maps, photographs, graphs, charts, and/or tables are posted on a display board along with brief textual summaries of their work. Ideally, a well-constructed poster will be self-explanatory. Successful poster presentations are those which achieve both coverage and clarity.

Coverage: Have you provided all the obvious information? Will a casual observer walk away understanding your major findings after a quick perusal of your material? Will a more careful reader learn enough to ask informed questions? In addition to title/author and abstract, most successful posters provide brief statements of introduction, method, subjects, procedure, results, and conclusions. Ask yourself, "What would I need to know if I were viewing this material for the first time?" and then state that information clearly.

Clarity: Is the sequence of information evident? Indicate the ordering of your material with numbers, letters, or arrows when necessary. Is the content being communicated clearly? Keep it simple. Place your major points in the poster and have the non-essential, but interesting, sidelights for informal discussion. Be selective. Your final conclusions or summary should leave observers focused on a concise statement of your most important findings.

Each poster display should include a heading or sign giving the title and the name(s) of the presenter(s). This be 15cm in height with letters at least 5cm high in a bold font. Extensive, imaginative use of captioned illustrations, photographs, graphs, or other types of visually appealing material is an extremely effective mode of communication in a poster presentation. NEVER simply pin up the printed pages of your paper!

People attending a poster session are free to move about from poster to poster. This does not allow for people to read excessive text. The net text should be limited to four or five pages of double-spaced, 16-20 point text, ideally set in a graphical form so that the core paper aspects are captured, visualised and documented. Using little text will allow lettering to be read from several feet away. Do not mount materials on heavy board because these may be difficult to position on the poster board. Be sure to provide clear labels for each section of your presentation.

At ICDATA

- Check the Errata Sheet for any last minute changes in the schedule.
 - Check the location of your poster session, so you can arrive on time.
 - Be in the poster display area 20 minutes before to allow plenty of time to set up your presentation.
 - After the presentation is concluded, remove your posted materials immediately.
 - You will be provided with a display board of 45 inches high by 26 inches wide, push pins, and a table.
 - Bring other materials that you might need, such as handouts.
 - Do NOT write or paint directly on the display board.
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