

# Fourth Annual IES Research Conference

June 7-9, 2009  
Washington, DC

## Poster Presentation Guidelines

Posters have become an increasingly popular method for presentation at conferences, as they promote greater interaction between researchers and conference participants. The purpose of the Fourth Annual IES Research Conference poster presentation sessions is to showcase IES-funded research by grant and contract awardees, as well as research by predoctoral and postdoctoral fellows.



## *Specifications for Poster Presentations*

- Poster displays will be limited to one side of a 4 feet by 8 feet tack board. **The recommended poster size is 3 feet by 6.5 feet (36 inches by 78 inches).**
- The **poster board number** assigned to the poster must be placed in the upper left-hand corner of the tack board. A poster board number cut-out will be provided and should be visible at all times.
- Be sure to include the **abstract title, author and coauthor names, and the institution(s)** where work was completed on the poster.
- Place your **e-mail address, phone, and fax numbers** in the upper right-hand corner of the tack board.
- It is suggested that you place multiple copies of a **reproduction of the abstract** in the upper left-hand side of the tack board. Include your contact information on these copies for attendees who desire further information.
- It is recommended that you **hand-carry your poster** to the conference, using tubular packaging or a portfolio case. Costs associated with creating and shipping the poster display will be the responsibility of the authors. Velcro (easiest to use), pushpins, or thumbtacks will be provided to mount your poster.
- **Refer to your acceptance letter** and/or the final conference program for the time and location of your poster session. We request all posters be set-up on Sunday, June 7, 2009. Specifics will be included in your letter.
- The **designated poster presenter** (author or coauthor) must be present at the assigned space during the designated time to discuss the work presented.
- The use of typewritten, handwritten, or a printed PowerPoint presentation as a poster is unacceptable.

## *Tips for Poster Preparation*

- Posters should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure every item included in your poster is necessary.
  - Utilize handouts to supplement your poster.
  - Goal: 20% text, 40% graphics, 40% space.
  - Make sure ideas flow logically from one section to the next.
  - Use charts and graphs to illustrate data (avoid large tables of raw data).
  - Use high resolution photographs (web images often will not work).
  - Do not use all capital letters.
- Be consistent.
  - Keep consistent margins.
  - Keep line spacing consistent.
  - Keep the color, style, and thickness of borders the same.
  - Keep shading consistent.
- Pick no more than 2–3 fonts.
- Pick no more than 2–3 colors.
- Test readability.
  - Title banner should be legible from 20 feet away.
  - Body text should be legible from 6 feet away.