

# Poster Presenter Guidelines

**2024 WA/BC & Idaho Chapter AFS Annual Meeting at the Centennial Hotel in Spokane, Washington**

## Poster Overview

The Poster Presentation session will be held Wednesday, May 1, between 10:00 am and 11:40 am. At least one of the authors should be at the poster during the poster session. Please follow the directions below to ensure a successful presentation.

## Poster Setup

Posters will be set up on Monday, April 29, between 12:00 pm and 5:00 pm in the Ballroom Prefunction area and will be there for the duration of the meeting. Posters will be mounted on a tri-fold display board that will be provided. Pushpins and tape will be provided to mount your poster on the tri-fold display board.

## Poster Removal

Posters must be reclaimed by the end of the meeting (noon on Thursday, May 2). Any poster not removed by this time will be destroyed.

## Poster Preparation Guidelines

A poster presentation consists of a visual display combined with an interpersonal question and answer period. The content of an effective poster presentation should be direct, focused, and concise.

Posters must be no larger than 36 inches (0.91m) high and 48 inches (1.2m) wide in landscape orientation. Do not mount your poster on thick poster board as it may be too heavy for pushpins or too rigid for the tri-fold display.

Posters need to contain succinct headings that organize and logically display the information. Graphics should be explicit and brief. Elaboration is best done verbally just as if it were an oral presentation using slides. A short and legible Introduction and Summary of Conclusions are essential. The poster display should focus on:

- Hypothesis or Objective
- Methods
- Results or Outcomes
- Keep text and figure legends explicit and brief

## Readability

Poster sessions are viewed by a large audience. To accommodate a group at a single poster presentation, the font size must be large enough to be legible at a distance of approximately 6 feet. Choose a simple and clear font. The weight of the font (the thickness of each letter) must be medium or bold. Below are guidelines for font size for viewing at various distances.

To be legible at:	Use:
6 ft	30 pt
10 ft	48 pt
12 ft	60 pt
14 ft	72 pt