

Poster Preparation Instructions



Overview

A technical poster is a concise, visual summary of a research project or technical work. It is an opportunity to network with others, communicate results, and receive feedback on the work. The poster should be visually appealing and be self-explanatory but also serve as a focal point for discussion. The information provided here is to guide the preparation of a technical poster without commercial elements, incorporating best practices for content, layout, and design.

On the morning of the poster presentation, an optional (but encouraged) breakfast is available to presenters from 7:00-8:00 am. Tables are numbered by session number.

Poster Design Guidelines

- Posters can be made using PowerPoint or other design tools such as publisher or canva.
- Poster size should be 72" × 42" ([PowerPoint template which is scaled to half this size is provided](#)).
This template is designed at half-size (36" × 21") due to PowerPoint's size limitations. For printing at the full 72" × 42" size, scale the template to 200% during the printing process.
 - One black frame poster board (2.31 meters wide x 1.13 meters high [91 inches wide x 44.5 inches] high and Velcro or push pin compatible) will be available for each Poster presentation
- Title, authors, and affiliations should be included at the top of the poster in at least 100-pt font and Body text should be ≥32 pt for visibility at 5 feet.
- Scale images to ~200 dpi.
- Avoid low-res copy/paste. Use 'Insert Picture' for graphics.
- Text and visuals must be readable from 5 feet away.
- Minimize use of red/green (color blindness issue)
- Content should include an introduction, a brief statement of the purpose of the project, a description of materials and methods used, and a summary of results and conclusions.
- Figures, diagrams, and bullet points are better than paragraphs of text.
- SI units should be used or paired with US customary units in parentheses.
- Optional: Bring handouts, or samples to enhance interaction.

Requirements

- Poster presenters must submit a paper unless exempt, such as student poster competition participants or presenters in non-paper sessions. Refer to Form WM48 for Paper Preparation Instructions.
- The poster and paper titles must match.

- Posters should be placed on the correct poster display 5 minutes prior to the start of the session.
- The presenter is required to be present during the TWO designated periods to be eligible for a poster award. Judges will be visiting posters during these time periods.
- Posters must be uploaded by the deadline to be judged for Best in Conference and will also be included in the proceedings. Posters must be uploaded in PDF format

Poster Logistics

- Posters must be set up in the 200 Level foyer at least 5 minutes before the session begins. Poster placement is assigned by a letter number combination that appears before the paper title in the program and APP. (e.g., A1, B2, C3)
- If the poster is chosen for "Best in Track", the poster will need to remain posted through Thursday.
- Any posters left after 5:30 PM Thursday may be discarded unless other arrangements are made

Printing Tips

- **Shepard Exposition offers Poster Printing Services** with pickup at registration. (please be sure to add/update your address in your profile as this is needed to use this service)
- A [UPS Store](#) is located next to the convention center and offers printing services.

Judging Criteria

- Presenters must be present to interact with judges to be considered for Best in Track
- Clear, concise, visually effective, and technically sound
- Communication of objective and significance
- Explanation of project design and methodology
- Explanation of Results and Conclusions

Award Selection Process

- Poster awards are selected by Track Judges.
- Posters selected for Best in Track are relocated for public display and recognition.
- Judges later select two "Best of Conference" winners (ANS and ASME awards), to be recognized at the following years Award Luncheon

Poster Session Schedule and Author Attendance at Poster – Second Floor Foyer						
Session #		Poster Set-up	Poster Period	Authors present -First Period-	Authors present -Second Period-	Poster Removal
MONDAY						
Afternoon	HLW/D&D:	1320 - 1340	1345 - 1700	1345 - 1445	1600 - 1700	1700 - 1730
TUESDAY						
Morning	ST:	0730 - 0755	0800 - 1140	0800 - 0900	1040 - 1140	1140 - 1200
Afternoon	LLW:	1320 - 1340	1345 - 1700	1345 - 1445	1600 - 1700	1700 - 1730
WEDNESDAY						
Morning	P&T/ER:	0730 - 0750	0800 - 1140	0800 - 0900	1040 - 1140	1140 - 1250
Afternoon	Non-Paper Posters:	1215 - 1240	1245 - 1630	1245 - 1345	1525 - 1625	1625 - 1700