ASEE 2013 Poster Presentation Guidelines

The information below pertains to the International Forum, NSF Grantees, and Division Poster Sessions.

The dimensions of the tack boards that will be used for poster presentations are 8’ wide x 4’ high.

These tack boards are two sided and each side will be used for a poster presentation (with a 7”x7” poster board number for each board). You may use the entire side or any portion of the side for your poster presentation. Pins to place the presentations on the boards will be available for your convenience, but it’s always good to be prepared as the pins sometimes get moved around. Please arrange to get to the exhibit hall at least a half an hour in advance of the poster session. When entering the exhibit hall, please look for your number on the tack board.

Purpose of a Poster Presentation:

- Acquaint conference participants with the fundamentals of your program, project or study quickly and easily.
- Use text, graphs, tables, charts, and pictures to present only highlights.
- Catch your viewer’s attention.
- Make the viewer want to learn more about your program, project or study.

Designing an Effective Poster:

- Include the abstract title and all authors at the top. You may include the authors’ names, e-mails, and address information in case the viewer is interested in contacting you for more information.
- Your poster should fit on a board that is 8’w x 4’h (243 cm. x 121 cm.). The exact size is up to you, but it’s recommended to be no bigger than 6’w x 4’h (182 cm. x 121 cm.).
- Keep any text brief.
- Do not use all capital letters.
- Use graphics (charts, tables, pictures) that can be understood in one minute or less.
- Assume the viewer will be reading your poster from approximately 3 feet away.
- Describe all parts of the project/study, including why the outcome did or did not work as expected.
  - Background
  - Objectives
  - Research Design/Program Description
  - Results/Evaluation
  - Conclusion(s)
  - Future Plans
- The viewer should gain new knowledge or insight by visiting your poster.
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- Consider providing a handout summarizing your research and include your contact information or be sure to have your business cards available for those who request your contact information.

Poster Hall Etiquette:

- Posters must be hung up at least 30 minutes before the poster session starts and taken down within 30 minutes after the session ends. Please do not use this time to preview other posters. Once you have placed your poster please exit the poster hall until it opens.
- Stand by your poster for the duration of the poster session.
- Chairs are provided only for those with special accommodation needs.

Reminder:

- Push pins and velcro will be available.
- Poster numbers will be displayed and thus do not have to be printed on the poster.

Poster Hanging/Removal Times

To ensure that all posters are hung in time for the opening of each Poster Session and not discarded afterward, ASEE asks that all presenters adhere to the established poster hanging and removal times.

*Posters left after the removal period will be discarded*