

## **ASEE 2019 Poster Presentation Guidelines**

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

### **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 following poster hanging and removal times.

NSF Grantees Poster Session  
Tampa Convention Center – Exhibit Hall  
Monday, June 17 - 8:00 a.m. – 11:15 p.m.

**Hanging time:** 8:00 a.m. – 9:30 a.m.  
**Removal time:** 11:15 a.m. – 11:45 pm

Division Poster Session  
Tampa Convention Center – Exhibit Hall  
Tuesday, June 18 - 11:30 a.m. – 1:00 p.m.

**Hang time:** 8:00 a.m. – 11:15 a.m.  
**Removal time:** 1:00 pm to 1:30 pm

### **Poster Board Dimensions**

- ☐ The dimensions of the poster boards are 8' wide x 4' high.
- ☐ These poster boards are double sided (one roster per side) and each side will be used for poster presentations and will be numbered

### **You may use up to 8'x4' section of each side.**

- ☐ 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 poster board.

### **Poster Board Assignments**

- ☐ You will be notified of your poster assignment by ASEE Conferences Staff sometime in May
- ☐ Posters will be organized by division and then by Authors last names
- ☐ If you have more than 1 poster in two different divisions, your poster assignments **WILL NOT BE TOGETHER!**
- ☐ You will need to make arrangements with someone else to present your other poster, or pin a business card to your poster so the attendees can contact you if they would like.

### **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 (242 cm. x 121 cm.)**. The exact size is up to you, but it's recommended to be no bigger than 7.5'w x 3.5'h
- ☒ 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.
- ☒ 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 Session 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.
- ☒ Tables are not provided

### **Reminder:**

- ☒ Push pins will be available.
- ☒ Poster numbers will be displayed on the boards, you do not have to print the number on your poster.