



GUIDELINES FOR POSTER PRESENTATIONS

Each poster session presenter will be provided with a 4 ft. (height) x 8 ft. (width) poster board and an ample supply of push-pins. The board will be labeled with the presentation title and pre-assigned AAFS presentation number. Presenters are responsible for posting their material at least one hour prior to the opening of the session and removing the material before leaving the presentation area or within one-half hour after the session closes if still presenting. Volunteers will be available to assist the presenters. **AAFS is not responsible for material posted early or left after the session is over. Materials left will be disposed of after presentation hours.**

AAFS POSTER PRESENTATION FORMATS ARE AS FOLLOWS:

Presenting authors are asked to have their posters ready for display at 10:00 a.m. for attendee viewing.

- Poster Hall will be open at 9:00 a.m. for set up.
- Presenting authors **WILL BE REQUIRED** to be present from 11:30 a.m. to 1:00 p.m. to answer questions.
- Posters should be removed no later than 1:15 p.m.
- AAFS or its representatives will verify poster presentations during the hours of 11:30 a.m. - 1:00 p.m. Authors who display a poster but do not present materials during required hours will not get credit for the poster presentations.
- *Presenters should make arrangements with a co-author to cover lunch or breaks or presenting authors should take a lunch or break before or after the 11:30 - 1:00 time period.*
- Authors are also encouraged to bring reprints for distribution during the session and may wish to bring sign-up sheets for attendees who desire additional information.

Content

The poster presentation should cover all key aspects of the work and contain the following items:

- | | |
|----------------|---------------|
| + Abstract | + Results |
| + Introduction | + Discussion |
| + Materials | + Conclusions |
| + Methods | + References |

Presentation Format

- + Extensive narratives are not necessary. Short “bulleted” statements are preferred.
- + Results presented in the form of figures, diagrams, graphs, etc., are preferred, but may be presented in clear, concise tabular format.
- + Statistical data should be titled and summarized in a clear, concise format.
- + Material should be displayed in a logical sequence from top left to bottom right. Number all poster panels or use arrows so that the sequence of presentation is clear.
- + All type should be a minimum of 14pt and readable from a distance of 3 - 4 feet. Use standard type styles (e.g., Arial, Helvetica, Times New Roman).
- + All poster panels should be printed with a laser or other high-quality printer.
- + The display does not need to be “artsy,” but the overall effectiveness of a poster presentation can be enhanced by using techniques such as mounting poster panels on colored paper or crescent board. Colors may be used to highlight important points.