GUIDELINES FOR PREPARATION OF POSTERS

ACAAI Annual Scientific Meeting
November 5-9, 2015
San Antonio, Texas

General Information

Set-Up Time – Posters must be set-up between 7:00 am - 5:00 pm, Friday, November 6 and 7:00 - 9:00 am, Saturday, November 7, in Hall AB at the Henry B. Gonzalez Convention Center. Your poster board number must correspond to the poster number assigned to you.

Display Times – Your poster will be on display all day Saturday and until 3:00 pm on Sunday to provide all registrants an opportunity to view the entire 2015 collection of ACAAI posters. You must remove your poster by 4:00 pm, Sunday. Posters remaining on display after 4:00 pm will be discarded.

Scheduled Poster Sessions – You are expected to be in attendance at your poster during the Poster Sessions scheduled from 3:30 – 4:30 pm, Saturday and 7:30 – 8:30 am, Sunday, to explain your poster and respond to questions from your colleagues.

Preparation of Posters – The poster surface area is 3’10” high and 7’10” wide (poster board is 4’ x 8’). Do not exceed the size of the poster board. Prepare a heading to appear across the top of the board listing your poster number, title and authors. Keep the board heading within an area of 7” down from the top. You may use the entire width of the board. The lettering of this section should not be less than one inch high.

Tips on Making Posters

IF YOU ARE USING INDIVIDUAL SHEETS:

- Make your poster in several small sections for easier transport and placement on the board.
- Do not mount illustrations on heavy cardboard because they may be difficult to keep in position on the poster board.

FOR POSTERS USING EITHER INDIVIDUAL SHEETS OR FULL-SIZE PHOTOCOPIES

- Keep text and legends short.
- All material must be readable from distances of three feet or more. You are strongly encouraged to use type at least 1/4” high (32 pt. type), using bold type to ensure legibility. Make all text dark (preferably block style) on a very light, preferably white, background. Please do not use a dark-colored background for your type.
- The paper used for your poster should have a flat finish, not shiny or glossy.
• It is not necessary to use expensive media services to develop an effective poster. A high-quality poster can be prepared using standard desk-top publishing or presentation software, such as Quark Xpress or PowerPoint.

• Keep your presentation concise and the number of pieces to a minimum. Charts, drawings and illustrations should be similar to those you would otherwise use in making slides and, if anything, cruder and more heavily drawn. Keep everything as simple as possible; avoid “artsy” or overly ornate presentations – block lettering can be useful to add emphasis and clarity. If photographs are used, try to have them processed with a matte or dull finish. Captions should be brief; labels few, but clear.

• It helps the viewer a great deal if you can indicate (by numbers, letters, or arrows) a preferred sequence that might be followed in studying your material.

• Your poster should be self-explanatory so that you are free to supplement the information and discuss particular points raised by inquiry during the poster session. The poster session potentially provides a more intimate forum for informal discussion than the regular presentations, but this becomes more difficult if you need to devote most of your time to merely explaining your poster.

• Use push pins or male velcro to attach material. Do not use glue, tape, or staples. An ample supply of push pins will be available in the poster viewing areas.

• It is suggested that you include on your poster a name, address, and phone number (or distribute business cards) in case someone wants additional information.

• Do not write or paint on poster boards.

• **Projection equipment and electrical outlets will not be provided in the poster session area.**