

Guidelines for Poster Presentation

All posters will be displayed on **Friday, November 17th, from 9:00 a.m. – 10:00 a.m.**

Note: The Poster Awards committee members will come view all the posters at this time, and a “Best Poster Award” winner will be selected and presented at the Awards Lunch on Friday. Posters will stay on display until 4 pm on Friday, November 17th. We ask presenters be at their posters during the scheduled Poster Session time of 9:00 a.m. – 10:00 a.m.

Content for Presentations

We suggest that the poster presentations be structured into the following section headings:

- **Rationale & Background:** Place in context the background of your work
- **Aims & Objectives:** Clearly define the stated aims and objectives.
- **Methodology:** Describe the process involved in carrying out the research or in developing your ideas
- **Findings:** A brief synopsis of the overall findings/implications
- **Key References:** Ensure that all sources in the presentation are clearly referenced.
- **Pitch:** Prepare a brief one-minute summary of your work in order to engage viewers in conversation, and a handout -- no longer than two pages -- with key points and contact information

Poster Preparation

Our goal is to be flexible regarding the poster guidelines, yet at the same time make sure that the posters will be attractive and easy to read. Posters should be **NO MORE THAN** 4 feet x 4 feet (or 122 cm x 122 cm) in size. Make sure that the font is large enough to be legible from a distance of at least 2-3 feet. We also suggest using graphics to help break up text and attract interest. Diagrams, photographs, pie/bar charts, line graphs, maps, etc. are welcome and may be presented in color or black and white. When planning your poster, please remember to allow room for the author's name and the title of the presentation at the top of each board and some space around the edges.

Poster Set Up / How and When

Materials for affixing your poster to the stand on which it will be presented will be supplied by ARNOVA. Do not use any other adhesive. Each poster presenter will be responsible for attaching his/her own poster to the designated board and for removing it at the end of the session. No liability can be taken for loss or damage to the material.

Please plan on setting up your poster Friday morning between 8:00 – 9:00 am. Supplies to hang your posters will be located in the Poster Session room (Palm Ballroom)

A reminder that you do not need to be a member of ARNOVA to submit a poster, but you must be an ARNOVA member to present and attend the conference.

All accepted presenters are expected to join ARNOVA and pay the conference registration fee. Check the ARNOVA website (www.arnova.org) for current [membership rates](#) and to [register for the conference](#).

Questions? Email us at conference@arnova.org