

## GUIDELINES FOR POSTER PRESENTATIONS

All posters will be located in the Exhibition Hall in the lower level of the conference center. Authors may mount their posters on Wednesday, March 30, from 5:00 pm until 11:00 pm. **You must wear your official meeting badge to gain entry to the Exhibition Hall.**

### Important: Poster Board Size and Format

**Each author is allotted one-half of a 4'h x 6'w board, or net space of 3'8" (111.8 cm) HIGH by 2'10" (86.36 cm) WIDE (the same dimensions and orientation as in 2003 and 2004) and posters should be formatted in "PORTRAIT" format.** Posters will be displayed throughout the duration of the meeting and may be viewed 24 hours a day beginning Wednesday, March 30, at 5:00 pm until Sunday morning. **All posters must be removed from the boards by no later than 10:00 am, Sunday, April 3.** The GSA Administrative Office staff, the hotel staff, and the personnel breaking down the boards will not be responsible for posters left on boards by their authors. Work crews will remove posters that remain on the poster boards after 10:00 am Sunday.

Poster sessions are scheduled as follows:

Thursday, March 31

#### Poster Session I

2:00 pm– 3:00 pm	Even-numbered poster authors must be at boards
3:00 pm– 4:00 pm	Odd-numbered poster authors must be at boards

#### Poster Session II

8:00 pm– 9:00 pm	"A" poster authors must be at boards
9:00 pm–10:00 pm	"B" poster authors must be at boards
10:00 pm–11:00 pm	"C" poster authors must be at boards

Friday, April 1

#### Poster Session III

8:00 pm– 9:00 pm	"C" poster authors must be at boards
9:00 pm–10:00 pm	"B" poster authors must be at boards
10:00 pm–11:00 pm	"A" poster authors must be at boards

Saturday, April 2

#### Poster Session IV

2:00 pm– 3:00 pm	Odd-numbered poster authors must be at boards
3:00 pm– 4:00 pm	Even-numbered poster authors must be at boards

#### Open Viewing

8:00 pm–11:00 pm

As shown in the list above, for each of the poster sessions, authors have been assigned a one-hour time slot during which they are expected to be at their poster for discussion. Additional poster times also have been scheduled on Saturday evening, during which authors may choose to be present at their posters.

### Poster Design and Preparation

The poster should be designed to summarize current research in graphic forms, i.e., charts, tables, graphs, and pictures. Simple use of color can add emphasis. Remember that the poster must be readable from a distance of at least 3 feet. Presentations should be self-explanatory so that the author is free to supplement and discuss particular points. For easy identification, provide a poster heading, listing its title and author(s). Lettering for the title should be at least 1" in height.

Poster materials may be mounted on thin poster paper or cardboard and attached to the poster board with push pins. **GSA will provide approximately 25 pins per board, which will be available near the entrance to the Exhibition Hall.** Do not mount your poster on heavy or thick backing, as it may be difficult to fasten to the board. Do not write or paint on the board. If you require assistance with mounting or removing your poster, please notify the GSA staff at the registration desk.