

## Guidelines for Presenting at Poster Sessions

Your submission has been accepted for presentation in a **CELA** interactive paper session, which involves presenting a poster. These are important sessions for **CELA**, and we highlight them in two ways. First, we select a central location for display of the posters. Second, we typically schedule nothing else at the time of the poster session, maximizing your chance of connecting with those most interested in your work. The questions and answers below can help you develop an effective poster.

### 1. What should be the size and material of the poster?

The poster should fit on a board that is **4' x 8'** You do not have to bring a stiff poster board if you do not wish; sheets of regular paper can suffice. Make sure your material is not too heavy or stiff to be pinned up.

### 2. What should I bring besides the poster?

You do not need to provide push pins, they will be available at the poster session. We recommend you bring about 15 copies of your complete paper. You can make them freely available by the poster or give them out to people who show particular interest. You can also bring mailing labels or a pad of paper for people to provide their names and addresses for you to send reprints, if more people request copies of your paper than you brought. Do not bring slides or transparencies, because no equipment beyond poster boards and pins are provided in the poster area.

### 3. How large should the text be?

Titles & author names should be at least 1 ½ inches high (or 150 points using this font, but check because yours may vary), text at least 3/8 inches (38 points for this font).

### 4. How do poster sessions work?

You can put your poster up early in the day, allowing others to view your work all day. Your poster space will be designated by a code in the program so you know which space to use. During the time allotted to poster session, you should stand by your poster in order to answer questions and engage in discussions with attendees who will circulate around the poster session. Make sure you take down your poster by the end of the day.

### 5. What are the ingredients of a good poster? Good posters:

- § attract attention, provide a brief focused overview, and initiate discussion
- § limit the use of text (you do not need full sentences; consider the use of bullet points and key phrases)
- § use good graphics (simple, clear, drawings, photos, or charts, or tables--imagine making a picture of your work)
- § are self explanatory, with graphics labeled as needed and text providing your major "take home" message
- § have content visible from six feet away