

# 2008 Early Hearing Detection and Intervention Conference

## Poster Guidelines

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### For the Display

Provided:

One free-standing 40"x 30" bulletin board (board set on easel)

What to bring:

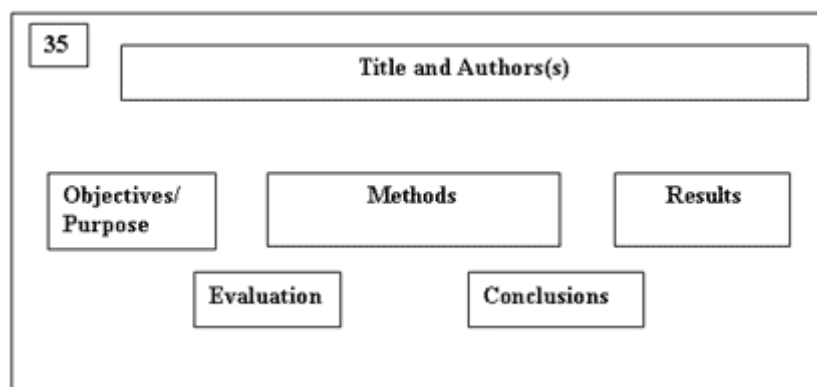
All materials that you will need to prepare your display. You may use push-pins or Velcro to mount materials on the bulletin board. However, if you plan to use Velcro, bring double-sided tape and apply it on-site. Other materials suggested for you to bring include: tacks, tape measure, scissors, tape, markers, and poster icons if you choose to use them.

Bring copies of your complete paper or/and any other non-promotional materials/handouts to distribute to attendees.

### Preparing Poster

1. Create a sign for the top of the board with the poster title, author(s) and affiliation name. Sign lettering should not be less than one-inch (1") high (30–36 points).
2. Prepare a written summary of your project. It is suggested that you organize the poster to include sections as follows:
  - (a) **Objective(s)/Purpose** of the study, project or activity
  - (b) **Methods** used conducting the study, project or activity
  - (c) **Results** of the study, project or activity
  - (d) **Conclusions/Evaluation** of the study, project or activity

Poster number (i.e., 35) will be assigned by the Conference Planners



\* Please note the diagram above is simply a suggested layout. You may choose the layout that best suits your poster's message.

3. Viewers should be able to understand your poster without listening to an explanation or reading a report. To improve readability of your poster, consider the following:

**Text.** Use a minimal amount of text. Focus on 2 or 3 main points. Use one-line phrases with bullets to highlight key points rather than full sentences. Break up large amounts of text with indented paragraphs and subheadings.

**Type.** Use appropriately large lettering, at least 3/8" high (24–30 points), but do not use all upper case letters. Simple, easy to read fonts, such as Arial, work best. If text is not readable from 3 to 5 feet away, the print is too small.

**Graphics.** Use basic charts, graphs, tables, clip art, drawings, symbols, color print and photos to illustrate key points.

## Schedule and Format of Poster Session

1. **Poster Authors**

Only authors (Annual Conference registrants) can display posters at the conference; substitutes who have not participated in the research/project or who are not registered for the conference will not be permitted to show the poster. Please have no more than two authors present at the poster session.

2. **Format**

- Informal, "no lecture" format. It is not necessary to prepare a formal presentation—just be prepared to discuss any aspect of your paper on a one-to-one basis and to network with attendees.
- Attendees love handouts; if you'd like to provide any, feel free to bring them. **Handouts must be non-commercial. Promotional materials are not permitted.**
- Plan to be available at your poster to talk with conference attendees during your designated Poster Session.

3. **Poster Sessions**

Information on the exact time and location of the poster sessions will be shared once the conference agenda is determined.

4. **Poster Set-up/Removal**

- Poster board will be available for pick-up in the conference registration area on Sunday evening, February 24 or early morning on Monday, February 25. Posters should be mounted on the poster board and set on the designated easel *before* 8:30 am on Monday, February 25, 2008.
- Posters must be removed on Tuesday, February 26, 2008 by 4:30 pm. Any materials left after this time will be discarded.

5. **Length of Session**

Posters must be displayed during the entire poster session (exact day and time of poster session will be announced once the conference agenda is determined) with at least one author, *but not more than two*, available at the poster during the poster session. Authors are welcome to remain with their posters after the session, but it is not required.

6. **Poster Tone**

Displays must be content-related and reflect a scientific, unbiased, **non-commercial** tone. Authors should not distribute promotional materials.