

2007 TCAFS Annual Meeting – Poster Session

Guidelines for Poster Presenters

Posters need to be displayed by 8:00 am Saturday the 3rd and can be taken down any time after 10:00 am on Sunday, March 4th. Poster **MUST** be down by noon on Sunday the 4th. Poster set-up is scheduled for 1:00 pm to 5:00 pm Friday the 2nd. Posters will be hung on poster boards (approximately 4' X 4') supported by individual easels, both of which will be provided for your use. **You will be responsible for push pins or other attachment devices to hang your poster.** Posters should be a single printed sheet and will need to fit on one of the provided poster boards.

No formal poster session will be held. Authors will not be required to attend their posters for judging.

Useful Tips for Poster Presenters

Lettering size should be large enough to read all text from 5 feet away. Smallest recommended font size is 24 (18 point for super and subscripts). Key contents of your poster should include: Title, Authors, Abstract, Introduction, Methods, Results, and Conclusions. Tips to consider: Attach (pin) holders or folders to the posterboard that include your business card and/or handouts. Handouts relative to the poster presentation are popular and encouraged. Many of the software programs for posters allow for printing mini versions of the entire poster as a handout. These are great tools to generate further interest in your work and encourage feedback.

Key Poster Contents

1. Title (or banner) - Includes poster title on top, then author(s), and affiliation. Tip: include phone number and/or email address of primary author contact. One-inch lettering (72 point) should be considered a minimum size for the title (104 point is most common). Titles are usually done in all-caps and should accurately describe the subject. Use smaller font sizes for list of authors and other information. If there are multiple authors, the one who is to be the conference presenter should have an asterisk after their name.
2. Abstract (always first) - Includes the what, why, how, and key results and conclusions of study. Begin with a clear statement of purpose and your objective. It should highlight a few points about the meaning and organization of the poster and motivate interest in your poster. Located after the title in the upper left corner.
3. Introduction - State the problem or area of investigation and any essential background to the subject and study approach.
4. Methods - Apparatus, lab techniques, statistical analysis, etc. Describe with appropriate detail.
5. Results - Presentation of data as graphs, tables, photos, artwork, etc.
6. Conclusions (always last) - List key findings, summary, interpretation, management implications/applications. Note: viewers usually read the abstract and conclusion statements first. Make sure they are clear and easy to understand. Consider using a "bullet" format to make your points here, as well as to separate the ideas.

Secondary (optional) Poster Contents

1. Site Description - Overview of study area, sampling locations, etc.
2. References - Concentrate on key references only. To share more, use handouts.
3. Acknowledgments - funding sources, research partners, etc.
4. Photograph of presenter (so those who want to find you, can).

Presentation and Organization Tips

Data and Text Organization

The ideal poster is designed to attract attention, provide a brief overview of the study, and initiate discussion.

Use borders or space to separate the key poster contents (listed above). Maximize the use of figures. Minimize the use of tables, particularly complex ones. Keep the figures simple and label them with a "take home" message. Provide easily read, separate statements that are short and clear in a logical sequence.

Provide adequate "white space" around statements for easier reading. Seek to communicate your message clearly and concisely. Eliminate excessive wording and technical jargon. When in doubt, edit out. Your poster should stimulate discussion, not give a long presentation. Focus on one or a few key concepts you would like to get across to your audience.

Posters should be as self-explanatory as possible. This will save your efforts for discussion. Double-space all text using left-justification making it easier to read. Proofread your poster to ensure accuracy of all statements and conduct a spelling check. Let someone else review it before final printing.

If you need any help upon arrival ask for me or anyone at the hotel registration desk and we will be happy to assist you.

2007 TCAFS Editorial Chair,

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