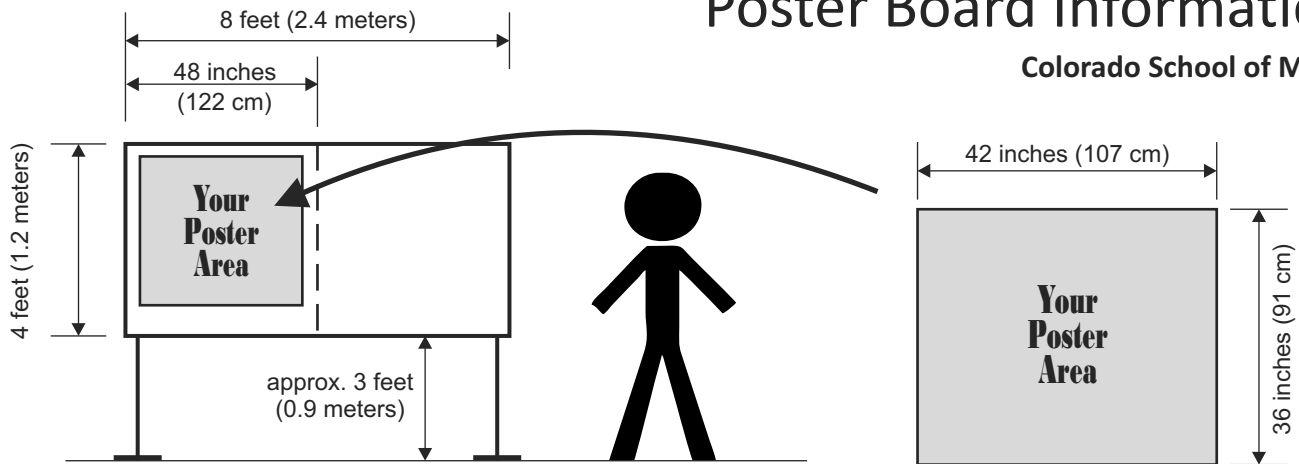


# Poster Board Information

Colorado School of Mines



## General Information

Each presenter is assigned approximately one-half of a standard poster board. In order to provide a space around presentations, each presenter's space measures 42 inches (107 cm) wide by 36 inches (91 cm) high. The display panels are made of a felt-type cloth material that will accommodate velcro and/or push pins (push pins provided).

Each author is responsible for assembly and removal of his/her presentation.

Materials left on poster boards after the removal deadline will be removed and destroyed. Conference staff will not store leftover materials.

## Poster Preparation: Design

Posters should show the names and affiliations of all contributing authors.

From 10-15 feet away the viewer should see an easy-to-read title and an uncluttered, neat arrangement of photos and/or illustrations and text. It should be obvious where to start reading the poster and where to go from there (generally left to right, top to bottom). As this movement is important, the parts should be numbered to accommodate this or have arrows that graphically lead the viewer through the display.

Leave some open space in the design.

Use different sizes and proportions. Same-size and same-proportioned styles result in a boring design. For emphasis try different shapes.

A large and/or bright center of interest can draw the eye to the most important information on the poster.

Enlarge all photos enough for important details to be clear.

Make all illustrations simple and bold. Leave out unnecessary detail in the information being presented.

Make a scale drawing of your layout.

## Poster Preparation: Lettering

All lettering should be readable from 5 feet (1.5 m) and headings would be best if legible at least 10 feet (3 m) away. The minimum type size should be 18 points, and the style should be bold or semi-bold in a simple, clean-looking type face. Faces such as Helvetica, Arial, Geneva, Lucida Sans/Grande are all good choices.

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The title lettering should be the largest, about 2-3 inches, with subheadings ½ to 1 inch high.

Capital and lower-case letters in combination are much easier to read than all capitals.

## Poster Preparation: Text

The text material included on a poster should be very brief or most of the audience will walk away. Some authors like to include the full abstract as part of the poster, but for this format you should remind people that your full manuscript is in the Proceedings. If you wish, you can have a separate abstract available to hand out.

Short statements of major conclusions should be at the beginning of the poster-perhaps as an expanded subtitle. The supporting text is then presented in brief statements along with important illustrations, and the significance of the findings is made forcefully and clearly at the end.

Avoid the use of technical jargon or trade names.

The use of generic chemical and technology names is encouraged.

The identity of experimental agents or technology should be disclosed by means of descriptions, structural formulas, full chemical names, etc.

Photomicrographs should include a magnification scale on the photograph.

Be sure to have your business card available as a handout.

## Location and Schedule

More information concerning the specific location(s) of posters and the schedule for poster setup and removal will be provided to you by email at a later date.