

2011 WOCN ANNUAL CONFERENCE

Guidelines for Preparation of Posters and Handouts

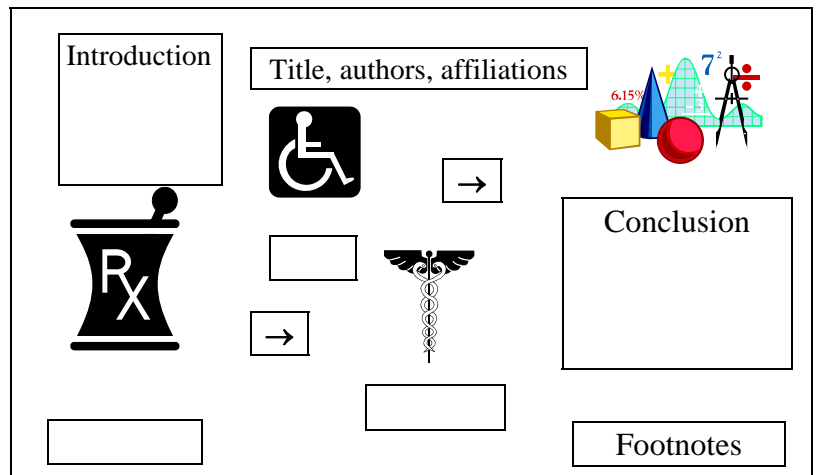
Mounting and Removing Materials

You will be provided with a freestanding 4 feet x 8 feet poster board on which to display your materials. Materials should be on thin poster paper or cardboard -- anything heavier will not stay in position. You will be provided with push pins for use in attaching your poster to the board. Any handouts should be 8-1/2 inches x 11 inches. Copies of the poster are the only handouts that will be permitted.

- Please do not write or paint on the poster boards, or use double-faced tape.
- Do not leave anything on the floor near or under the poster board once it is set up. This is a safety hazard, and any losses are not the responsibility of the society.
- Follow the established schedule for set-up and teardown times. Any losses incurred by late teardown are the responsibility of the poster presenter.
- No company or product information may be displayed or disseminated within the actual poster. However, references to company and brand names may be placed in the right lower corner in either a footnote or acknowledgment section using a font size of no more than 14. Company logos will not be permitted.

Arranging Materials

1. The poster board surface area is 4 feet high and 8 feet wide.
2. Prepare a label for the top of your poster indicating the title, authors, and affiliations. Lettering should be at least one inch high.
3. It is best to arrange written materials in columns. Text should supplement graphics -- the poster is primarily a visual, rather than a written, presentation. It is helpful to use arrows to indicate the direction in which the poster is meant to be viewed.
4. An introduction should be placed at the upper left and a conclusion at the lower right, both in large type.
5. No materials should extend beyond the perimeters of the board (above, below or on the sides).
6. Use the board assigned to you and do not move the location of your poster.
7. We will provide a legal-sized pocket for each poster board to place handouts.
8. www.makesigns.com is **one** resource for having your posters printed.



Illustrations

Bear in mind that illustrations will be viewed from a distance of 2 feet or more. The sequence of illustrations should be indicated with numbers or letters at least one inch high, preferably in bold font. (Omit "Fig." or "Figure" - it is unnecessary and occupies too much space.)

Each figure or table should have a heading of one or two lines in large type stating the point of its message. Detailed information can be provided in a legend in small type below the figure. These legends should be brief, yet informative. Charts, drawings, and illustrations might be similar to those used in making slides, although preferably simpler (avoiding unnecessary details) and more heavily drawn. Keep everything as clear as possible.

General Information

Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by viewers. The poster session offers the perfect opportunity for informal discussion, but this becomes difficult if you are obliged to devote your time to explaining your poster. **BRAND NAMES or COMPANY NAMES MUST NOT BE USED IN YOUR POSTER. THEY CAN BE INCLUDED AS A FOOTNOTE. THERE ARE NO EXCEPTIONS!**

Please note that projection equipment, videotape recorders, and electrical outlets will not be available in the poster session area.

Poster Session Dates and Times:

Saturday, June 4, 2011	2:00 pm - 5:00 pm	Poster Set-Up
Sunday, June 5, 2011	8:00 am - 8:00 pm	Poster Viewing
Monday, June 6, 2011	8:00 am - 5:30 pm	Poster Viewing
Tuesday, June 7, 2011	7:00 am - 9:00 am	Author's Present and Awards Presentation
	9:00 am - 6:00 pm	Poster Viewing
Wednesday, June 8, 2011	8:00 am – 12:00 pm	Poster Viewing
	12:00 pm - 1:00 pm	Pick-Up of Posters

***Posters must be picked up by 1:00 pm from the Poster Hall!
If there are posters remaining after 1:00 pm on Wednesday, June 8
they will be discarded!!
WOCN does not accept responsibility for missing or discarded posters***