

Poster Preparation

- **Size:** Posters should be 36 inches high by 48 inches wide.
- **Material:** Posters should be printed on paper that can be tacked to a core board. Do **NOT** pre-mount your poster on foam core, as that is **NOT** mountable to the core boards.
- **Visibility:** All lettering and diagrams should be large enough to be read from a minimum of 6 feet (2 meters) away. Authors are urged to use colors, symbols and schemes to improve clarity. Suggested lettering size is 3 cm (1-1/4") for the poster title and 2 cm (3/4") for names and addresses of authors and section headings, such as ABSTRACT, INTRODUCTION METHODS, RESULTS, DISCUSSION AND SUMMARY.
Remember, space the typing for easier reading.
- **Layout:** Posters should be prepared in a manner that can be easily understood. Ideally, the content of each poster should be clearly divided into sections, including abstract, introduction, problem definition (or aims of the work), summary, results and conclusions. In short, posters should contain all the essential information of your paper but should not be cluttered with unnecessary details. Figures, charts, photographs, etc. should be similar to those in the preprint of your paper for easy recognition by conference attendees. Each figure and table should have a brief title. Overall, your posters should provide an easily remembered "take home message."

Author Responsibilities

Authors are responsible for the cost of printing their posters on 36-inch high by 48-inch wide paper and transporting their posters to the conference in suitable protective tube. ASME will provide core boards, easels, and push-pins for mounting the rolled poster.

Poster Arrangement

It is very important to plan carefully and organize for the optimum use of the poster space. Subdivision into sections may be helpful. Comprehension of the poster will be greatly facilitated by mounting all sections in vertical columns. There is no obligation to fill the entire space. At the same time, do not mount a complete manuscript that may take 30 minutes to read!

All poster components must be made up before your arrival. The poster should be assembled, mounted, viewed, discussed, and possibly improved by your colleagues before setting off to the conference. Remember that the impression your posters create will greatly influence the evaluation of your paper by the technical community.

Tip: Do not try to provide too much information on one sheet. An overloaded poster rarely attracts attention. Our suggestion is to display only short sentences or a list of sentences (or phrases) under each heading preceded by bullets or numbers to describe the work.

Remember, you will be there to provide further information to delegates.

Attendance at Booths

For papers with multiple authors, only one author needs to be present during the session, but co-authors can be present. If authors are unable to be present at their booth during the time assigned, they should arrange for their booth to be staffed by a person familiar with their work. If an author has more than one paper in the poster session, it is the

author's responsibility to pre-arrange staffing of each booth. It is impossible for a single person to cover more than one booth, and no such plan will be accepted at the conference.

Mini Lectures

The poster session is much more than a question-answer session. It should retain all the good points of the oral session as well as provide an opportunity for individuals to ask specific questions. In this regard, we urge you to prepare a short (3-5 minutes) oral summary (mini-lecture) of your paper and give these mini-lectures to the audience at your booth. This will enable them to understand your work, and encourage them to ask specific questions. You should not anticipate the audience knowing your research work and immediately asking questions. Please prepare mini-lectures and deliver when appropriate.

Suggestion to Authors

If you can provide something for the participants to carry away, a one-page outline, bibliography, etc., your presentation will be remembered longer. This is largely a matter of taste, since a published version of your paper will be available at the conference. Whatever you furnish should be supplementary information.

You may provide a sign-up sheet at your booth to collect the names and addresses of participants who wish to obtain more information about your paper.

Mounting and Removal of Poster

The authors are to arrive at least one-half hour before the poster session starts. Carefully arrange your posters beforehand; 15 minutes should be ample time to mount your signs and posters. It is imperative that you plan the layout of posters before you arrive. It is the author's responsibility to remove all the posters and clean the area before they leave (and within 15 minutes after the scheduled session closing time).

Concluding Remarks

Well-organized and well-prepared poster sessions offer a better way than paper sessions to develop personal contacts in specialized fields as well as accommodate a large number of papers in one session. It is hoped that the general suggestions presented here will leave enough freedom to the authors for individual and imaginative layout of posters, yet provide the necessary information required for rapid and efficient transfer of information to the audience.