

HUPO 5th Annual World Congress POSTER GUIDELINES

The poster presentation is an effective way to communicate your research to colleagues.

On the day your poster is scheduled, it should be put up 07:30-08:00 and removed at 20:00 Monday and Tuesday. On Wednesday, posters should be removed at 17:00. As a courtesy, please do not remove your poster early to give your colleagues ample opportunity to view all posters.

POSTER SESSIONS. Authors should be present at posters according to the following schedule:

09:30 – 10:00

13:00 – 14:00

16:30 – 17:00

POSTER BOARDS. The poster display space is 7 feet 10 inches across (239 cm) and 3 feet 10 inches high (117 cm). Each board will be numbered on the upper left corner. Be sure you place your presentation on the board number for your poster that appears in the final program that you will receive at the congress. **Please provide your own supplies, including pushpins or velcro to mount your poster.**

TITLE BANNER. The title banner should be approximately 4-6 feet long (122-183 CM). Lettering should be at least 3/4 to 1 inch high (72 pt. bold). The banner should include the author(s) and affiliation(s).

CONTENT. Use a *sans serif* font such as arial or helvetica in a minimum size of 24 pt. (1/4 inch high). Text, figures and photographs should be readable from a distance of 3-4 feet. Large format printouts of posters should be landscape (horizontal) format of a size to fill the available space.

Be simple and direct in your poster presentation. Use short phrases and “bulleted” text throughout the poster. Avoid long narrative paragraphs.

The posters should be organized to include the following elements:

- ☞ **Overview.** A succinct, single page summary of the purpose, methods, and results. Use phrases rather than sentences in a simple outline format. Place in the upper left section of the board.
- ☞ **Introduction.** A concise statement of the objective and background of the work.
- ☞ **Methods.** Description of the apparatus, chemistry, samples, materials, etc. in some, but not overwhelming detail.
- ☞ **Results.** Graphs, spectra, charts, pictures, etc., with a minimum of text to illustrate the nature of the results.
- ☞ **Conclusions.** Concise statement of the findings (positive, as well as negative), indicating future research directions.

LAYOUT. Arrange the poster panels or printout for logical flow top left to lower right of the board. If using panels, they may be numbered or you may use chart pak colored tape to guide the viewer.

HANDOUTS. Authors are encouraged to provide handouts, e.g., preprints, extended abstracts, copies of poster panels, etc.