

Chemistry Poster Session Guidelines

The poster session has become the most common mode of presenting the results of scientific research because it offers many advantages over oral presentations. Many researchers (hundreds) may present simultaneously, the presentations tend to be informal with more two-way communication between presenter and viewer and viewers can spend as much or as little time at a particular poster as they wish. A list of poster titles, authors and abstracts published prior to the session allows viewers to decide which poster they wish to see.

A successful poster presentation requires making a few adjustments from a standard oral or PowerPoint presentation as described below (adapted from the ACS Speaker Guidelines and "How to Do Your Student Project in Chemistry," F. H. Jardine, Chapman and Hall, 1994, pp104-5.)

- Your poster must not exceed 4' high x 6' wide, the dimensions of the display board. **If you want MSC to print your poster, it may not exceed 40" x 56." It will not be drymounted to poster board but can be tacked to a display board.**
- Set up your poster before the poster session begins. In large poster sessions, each display board is numbered so viewers can find particular posters; set up at the display board assigned to you.
- Be prepared to man your poster (expand on certain points or answer questions) for the entire session.
- **MSC would prefer that you work in Powerpoint. Go to FILE>PAGE SETUP to put in your poster size. Change the poster size before you begin entering items so they do not become pixelated. Use high resolution pictures so they enlarge clearly.**

Slides from other PPT presentations can be brought into the poster by using COPY command from the slide panel in Normal View then using PASTE SPECIAL>METAFILE from the EDIT menu in the poster file.

- Your poster must have a heading (with lettering at least 1 1/2" high) (**size 150 type**) giving the title of the paper, the author(s), and their affiliation(s).
- Illustrative material will have to be read by attendees from a distance of 3' or more, so lettering on illustrations should be bold and at least 3/8" high. (**size 40 type**)
- There should be a logical sequence (introduction, development and conclusion) to your display. Each section should be numbered **or the sequence should be clear to follow**. Although it is not necessary to be too "artsy", the effectiveness of your presentation will be enhanced by mounting the sheets on colored construction paper and/or other techniques to improve the graphic impact. **See MSC for additional help.** Simplicity, ease of reading, etc., are more important than artistic flair. Certain color combinations, for instance, may look beautiful, but be almost impossible to read--especially in the absence of optimum lighting.

- Resist the temptation to include too much detail; all that is required is a clear, brief description of what you have achieved. Viewers who want to know more about your methods, data, analysis, etc. can ask for more information.
- Including spectra, tables, reaction schemes, crystal structures and photographs is an effective way to convey a large amount of information AND break up large passages of text into small (hopefully comprehensible) blocks.
- Authors may provide sign-up sheets to record names and addresses of attendees who might wish more information, reprints, etc.
- The USNA Multimedia Support Center (**MSC Graphics**) provides invaluable advice and know-how for effective posters.

MSC Graphics is located behind the Circulation area, Nimitz Library – Main Deck

They are open M-Th, 0730-2300, F 0730-1700.

They are closed weekends and on Thanksgiving. On the Wednesday before and the Friday after Thanksgiving, they will be open from 0800 to 1700.

Do not procrastinate. MSC will not be able to print posters at the last minute. You must bring your poster to MSC before 1700 on 10 Dec 2010. You will need to spend at least 15 minutes working with a graphic artist to finalize formatting before your poster will be ready for submission for printing.

All posters must be proofread before final printing. There will be NO REPRINTS.