



# Poster Presentations Guidelines

World Environmental & Water Resources Congress 2008

May 12-16, 2008

Honolulu, Hawaii

## Materials

Plan to mount your materials at least 15 minutes prior to the opening of the session and remove them within one-half hour after the session closes. All illustrations, charts, etc., to be posted should be prepared in advance as materials for these purposes will not be available at the conference facilities. You will need to bring your own supply of push pins. It is also recommended that you bring extra copies of your illustrations or a sign-up sheet for people to request copies of your information. However, no duplication facilities will be available at the conference.

## Layout

A poster board will be assigned to poster presenters, with dimensions 1.22 m tall by 2.44 m wide (4' x 8'). You will have one side of the partition and another poster presenter will use the other side of the board.

Each poster must have a heading in very large type, 84 pt or greater. Your name and affiliation should also be noted in large type, around 72 pt. Headings and sub-headings should be at least 36 pt. You need not use all capitals for titles and headings, for this can sometimes make them difficult to read. Other lettering, including text and lettering on illustrations or charts, should be between 18 and 24 pt, and should have double or 1.5 spacing between lines. Use a simple font such as Times, Arial or Helvetica throughout your presentation. To make something stand out, use a larger font size, bold or underline. You can also frame a section of text by putting a box around it. All material should be readable from a distance of three feet or more.

Any format that fits in the available space is acceptable. Some posters are prepared as one, large sheet and usually brought to the conference rolled up in a tube. You may need to locate a large-format printer for this purpose, e.g., at a copy store. Other posters are prepared as a group of smaller sheets, which may be easier to prepare and transport. The format is up to you. Remember that you can refer to your proceedings paper for additional details. Do not simply bring a normal sized copy of your proceedings paper!

## Presentation

Material should be displayed in logical sequence and each sheet should be numbered. Use graphs, charts, tables, figures, pictures or lists rather than text to get your points across. Make sure your presentation flows in a logical sequence, and include an introduction, body and conclusion. Arrange your presentation ahead of time to make sure it fits within the space provided.

**Visual Impact**

The effectiveness of a poster presentation can be enhanced by using techniques such as mounting the sheets on colored (though not fluorescent) paper to improve the graphic impact. Please note that simplicity, ease of reading, etc., are more important than artistic flair. Illustrations should not be mounted on heavy stock as this could make them difficult to mount on poster boards. Consider the visual impact your presentation needs to make in order to attract readers in a room full of posters.

**Chairs**

Chairs will be provided in the poster area, and tables only available on a very limited basis. If you plan to use your computer as part of your presentation, please plan to use your battery to power it, as extension cords will not be readily available.

**Important Note!**

If for any reason you are unable to attend the Conference and deliver your presentation, it is your responsibility to contact Roger W. Babcock Jr., Ph.D., P.E., M.ASCE, Technical Program Chair or Conference Manager, Adele C. Dicken, CMP, to make alternative arrangements.

**Thank You!**

Thank you in advance for your cooperation. If you have any questions regarding your presentation please feel free to contact the ASCE Conference Staff. We look forward to seeing you in Honolulu!

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