



Poster Presentation Guidelines

Poster Presentation Proceedings

WBC will sell online proceedings at the meeting which will contain PDFs of the presentations from the meeting. All accepted presenters (oral and poster) are required to submit their presentation files for inclusion. If you have questions or issues regarding this, please contact your moderator.

Only posters created with PowerPoint will be accepted (with very few exceptions). Those with viable exceptions should contact Emma Nygren (enygren@scisoc.org) to make arrangements. Complete instructions on how to build a poster using PowerPoint are available on the WBC website. Be sure to read the instructions.

Important: Posters built in PowerPoint are composed at half the final size and output at 200%.

Submission of Presentation

Name the file with your presentation number and last name (e.g., 2_Uner.ppt) prior to forwarding it to your session moderator. If your file is larger than 5 megabytes, please contact your session moderator to make arrangements for receipt of the file.

Presentation queries should be directed to:

Emma Nygren
WBC Headquarters
3340 Pilot Knob Road
St. Paul, MN 55121
Phone: +1.651.994.3860
Email: enygren@scisoc.org

THE PRESENTATION

Display Facilities

- One panel is available for display of each poster. To fit comfortably within the poster frame, posters must not exceed 90 inches (228 cm) wide x 44 inches (111 cm) high. It is recommended that posters be no smaller than 88 inches (224 cm) wide x 42 inches (107 cm) high.
- Electrical outlets will not be provided in the poster presentation area. The poster area is sufficiently lit, so no spotlights are required.

Preparation of a Poster

- The official language for the posters is English.
- Prepare the poster on material that is lightweight. The material can be on one sheet so that it can be rolled up for easy transport or on separate panels for individual mounting.
- Posters should be readable from a distance of 6 feet (2 meters). For adequate visibility, capital letters should be at least 3/8 inch (1 cm) high after enlargement to full poster size. Photographs should be a minimum of 12 x 15 inches (30 x 38 cm).

- You may prepare handouts for distribution at the meeting. The handouts should be directly related to the topic of the poster and may not contain any advertising. Please bring an envelope for collection of business cards from poster viewers.
- Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by enquiry. It is your responsibility to include the poster number, poster title, author(s) name(s), and their affiliations. A template complete with MBAA logo and space for your poster number, title, authors, and author affiliations is available on this site. This is the approved poster format. It may also include:
 - Diagrams and charts
 - Reaction schemes
 - Tables recordings, graphs, etc.
 - Photographs
 - Written text, such as abstract or summary, introduction, method, results, and conclusions
- Some effects that may be used in a poster include:
 - Colors (very effective in diagrams and charts)
 - Transparent overlays
 - Samples of materials, models, etc.
- Arrange the material in main sections, each of them without too many details but with a common thread. An example of a layout is given below.
- Complete instructions detailing how to build a poster using PowerPoint are available on the WBC website.

Poster Layout

- On the top left side of your poster please include your poster number, which you will receive from headquarters or your moderator. This number will also be identified in the program, so people that have an interest in your poster can easily find it.
- Avoid overcrowding figures and cramming too many numbers into tables. Legends and titles should accompany all figures, tables, photographs, etc., for identification.
- Company (including non-profits) or university logos may be displayed in the lower right corner of the poster. Logo size on the final poster can be no greater than 3 inches (7.5 cm) high and 3 inches (7.5 cm) wide (1.5" by 1.5" on the template before printing). No other commercial activity or advertising may be displayed on the poster. Not complying with this rule will result in the poster being removed.

EXAMPLE OF LAYOUT

