

Poster Guidelines (updated 8.26.14)

Fifth Annual Pacific Northwest Climate Science Conference

The following information will help you prepare for the poster session.

When and Where

The poster session is scheduled for Tuesday, September 9, from 5:15-7:00 pm in Meany Hall. Meany Hall is a very short walk (1-2 minutes) from Kane Hall. For a location map, see <http://www.washington.edu/maps/?MNY>.

Registering

All poster presenters must register. If you have not yet registered, please do so soon. The early registration discount ends August 20. To register, go to: <http://pnwclimateconference.org/registration.html>

Preparing Your Poster

- **Remember your audience.** The conference audience includes managers, researchers, scientists (most of whom come from fields besides your own), students, and the concerned public with varying levels of knowledge, but all with a strong interest in regional issues related to climate impacts and adaptation. Posters that are clear, concise, and understandable to this diverse audience are central to the success of the conference and, ultimately, central to successful integration of climate research into decision making.
- **Poster size.** The maximum space available for each poster is 4' (h) by 6' (w). We will have one poster per board side. Push pins and velcro will be available for affixing your poster to the board. No electrical outlets, extra space, or tables will be available.
- **Other helpful tips.** As you prepare your poster, consider these guidelines, edited from those of the American Geophysical Union:
 - Place the title of your paper, and author names, prominently at the top of the poster board to allow viewers to identify your paper.
 - Consider printing copies of your poster on regular (8.5"x11") paper.
 - Prepare all diagrams or charts neatly and legibly in a size sufficient to be read at a distance of 2 meters (6 feet). Paragraph and figure caption text should be AT LEAST 24-point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height). Use creativity by using different font sizes and styles, perhaps even color.
 - Use different colors and textures/symbols for each line or bar contained in your graph or chart. A serif font (e.g., Times) is often easier for reading main text, and a non-serif font (e.g., Arial or Helvetica) for headers and figure labels.

- Organize the material on the poster board so it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc.
- Use squares, rectangles, circles, etc., to group similar ideas. ****Avoid cluttering your poster with too much text.**** Label different elements as I, II, III; or 1, 2, 3; or A, B, C, making it easier for a viewer to follow your display.
- Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.
- Please do not laminate your poster to ensure that it can be recycled.

Hanging and Removing Your Poster

- ***Poster number and location.*** All posters will be given an assigned number and location, based on topic, in the poster session. Please check the final conference agenda, posted later this month and distributed at the conference, for your final assigned poster number.
- ***When to hang your poster (updated).*** Posters can be hung any time between 2:30 pm and 5:00 pm. One or more volunteers will be at Meany between 3:00 and 5:00 pm to help direct you to your assigned board. As noted previously, push pins and velcro will be available for affixing your poster to the board.
- ***Removing your poster.*** All posters must be removed at the end of the poster session. There is another event in Meany on September 10 so we are not able to leave any boards or posters for later viewing.

During the Poster Session

- Beer, wine, and hors d'oeuvres will be served during the poster session. Non-alcoholic drinks will also be available. Thanks to our poster session sponsors for providing the food and beverages: American Society of Adaptation Professions, Institute for Sustainable Communities, EcoAdapt, and Cascadia Consulting.
- Poster authors will be asked to stand by their posters as follows:
 - 5:30-6:15 pm: even numbered posters
 - 5:45-6:30 pm: odd numbered posters

Our primary goal with this staggered scheduled is to provide poster presenters the opportunity to see the other posters being presented and to have unscheduled time to network with conference attendees. We also want to encourage conference participants to focus their viewing of the posters during defined periods of time. Note, however, that you are welcome to stand at your poster outside of these scheduled times.

Questions? Contact Lara Whitely Binder: lwb123@uw.edu, 206-616-5349