

2010 4th Grazing Livestock Nutrition Conference

Organized by: W 1012 (Formerly WERA – 110)

Estes Park Convention Center
Estes Park, Colorado
July 9-10, 2010

Guidelines for Posters

To improve the visibility and impact of posters at 4th Grazing Livestock Nutrition Conference, posters will be available for viewing throughout the conference. Poster will be placed in a designated area at the Estes Park Convention Center. Presenters are to mount their poster to the appropriate board (see below) prior to the opening remarks on the morning of Friday, July, 9, 2010. Posters will then be promptly removed after the closing remarks on Saturday, July 10, 2010. Poster presenters will be present with their posters from 5:30 to 7:00 pm on the evening of July 9, 2010.

Introduction

A major purpose of this meeting and the poster session is a 2-way exchange of information between professionals in the field of range livestock nutrition. Remember that your poster must be carefully planned, clear and concise, oriented to transfer information effectively, and have a take-home message.

Planning

Include: an **introduction, methods, results and discussion, summary, and references**. Use metric units for **weights and measures**. Use Power Point (or other computer graphic software) or make a small-scale layout of your poster on ordinary letter paper (8 1/2 by 11 inches). Emphasize the points you want to stress in your poster. Think of headlines, text, charts, graphs, illustrations, and photos, and incorporate these ideas into your layout. Once you are satisfied with the initial layout, finalize poster. The usable dimensions of most poster boards normally measure 44 3/4 inches high by 90 7/8 inches across, less a 2 by 4 inch space in the upper left hand corner. Your assigned poster number will be positioned in this space on a card provided by the Organizing Committee. **Poster size: Full** poster board - approx. 42 X 84 inches.

Organization

Your poster starts in the upper left hand corner, where your paper number is posted on a 2 x 4 inch (7.6 by 15.2 cm) card provided by the Organizing Committee. From here the poster should flow from left to right and top to bottom. The title - author(s) - sponsoring institution heading for your poster must be at the top of the poster paper. Use letters, numbers, or arrows to indicate the proper flow to the audience.

Simplicity

Don't crowd too much information into the presentation; concentrate on two or three main points. Highlight trends and comparisons with **simplified** charts, graphs, and diagrams. Make key points in the legend of the figure or table. Use text sparingly, and make sure it is easily understood by the audience. **Outline important points with bulleted text.** Use abbreviations and acronyms sparingly. Avoid overwhelming your audience with too many numbers, words, and/or complicated graphs or tables. Remember, a lot of people will read or study your poster while you are away or talking to another person about the content of the poster; keep the message clear and simple. Choose one background color for your poster paper. Use contrasting colors where appropriate in charts, graphs, and diagrams.

Headings

For the **title**, use a finished font that is at least 1 inch high when the poster is printed out to full size. The lettering for authors' names, sponsoring institution, and address should be at least 3/4 inch high. **For section heads and subheads, use a type font** at least 25% larger than the text font (1/4 inch tall when poster is printed at full size). All type must be easily read from a distance of 6 feet. Use a bold typeface for headings and labels.

Text Type

Keep your text in short, concise, legible statements; minimize complete sentences and paragraphs. A few summary statements are encouraged. Use a word processor to prepare your text copy. Set your word processor for 1.5 lines of space between each line of type. Text in upper and lower case letters is more readable than all capitals. Lettering for subheads and figure captions should be larger than text type, but smaller than type used for a main heading. This type should also be bold. Text type should be at least 1/4-inch tall and readable from a distance of 6 feet. Choose a plain font type such as Arial.

Mounting

The best procedure is to use large glossy paper that is on a spool of a plotter used to capture the image from Power Point or similar software. Bring along the necessary items to put up your poster. We will have poster boards. Bring a supply of business cards to hand out at your poster session. Include a small, professional picture of yourself near the poster number and the title so people can identify you as the presenter of the poster. This is a quick way of distributing your name and address to interested attendees. Have a sign-up pad available to record the names and addresses of individuals wanting more information. You may also want to have a supply of handouts available for interested people.