

ADEA Annual Session & Exhibition Poster Guidelines

Preparing Posters:

- Arrange to have your poster printed on professional semi-gloss photo paper through a private printing company.
- Posters are presented on boards that are four-feet-high by eight-feet-wide. The workable space is 46" high x 94" wide.
- Authors will be notified in advance of the identification number of their poster.
- Authors have complete freedom to display poster information in figures, tables, text, photographs, etc.
- Presentations must cover the same material as the abstracts.
- Prepare a label to affix at the top of the poster board, indicating the poster's title and author(s).
- Briefly describe procedures and materials. Define all trade names first, and then use generic names throughout. All compounds and drugs must be identified.
- Prepare all illustrations neatly and legibly beforehand, in a size sufficient to be read at a distance of eight feet.
- A series of word-processed pages attached to the poster board is not an acceptable poster.
- Electronic presentations are not permitted.

Using Accessible Text:

- Is your poster legible from three to six feet away?
- Title: The font size for poster titles should be at least 72 points (example below). Titles should be readable from six feet away to catch the reader's attention.

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- Block Text/Body Text: A font size of 36 points is ideal for block text (example below); body text should be at least 24 to 36 points.

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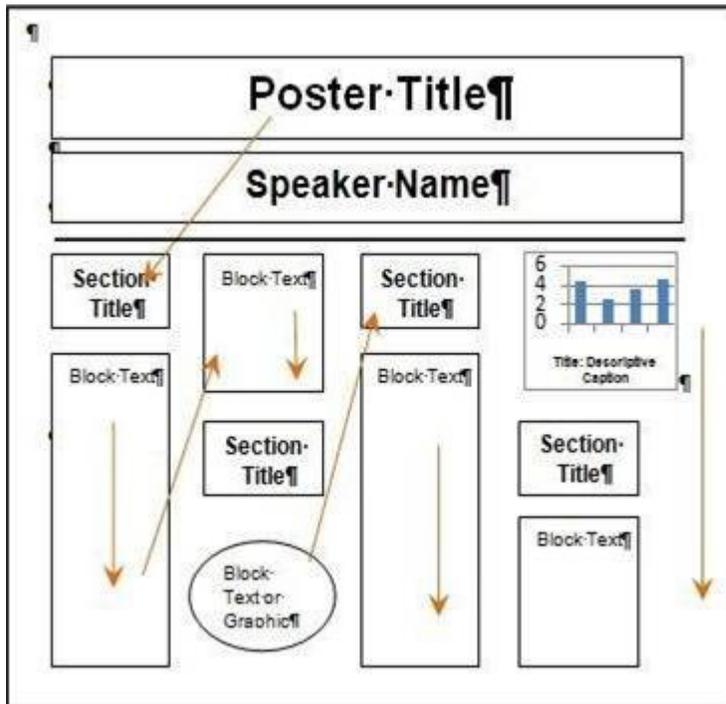
- Line Spacing: Using between 1.2 and 2.0 line spacing allows the reader greater ease in moving from line to line.
- Font: Use non-decorative fonts and avoid using multiple fonts. Sans serif fonts (e.g., Arial) are easier to read than serif fonts (e.g., Times New Roman).
- Font color: Black text with a white background is ideal and proves to be more readable. Other colors are accepted, this is only a recommendation.
- Make sure there aren't too many lines per text block.

Using Graphics:

- Be sure that the image resolution is correct for large printing. As a general rule, use 300 dpi (dots per inch) images. Avoid copying and pasting images from websites that are below 250Kb.
- Label or use captions for all images.
- Are the images appropriate for your content?
- Don't avoid using images! Use them in a creative manner to draw the audience to your message.
- Use graphics, such as pie charts and line graphs, appropriately with a clear explanation of the data being used.
- Do not place images over text; this will distract the reader.

Poster Layout:

Make sure your information flows in a logical order and is easy to follow. Below is an example of a well-displayed poster:



During the Annual Session:

- Posters will be hung and displayed during scheduled times and must be removed after presentation times.
- ADEA will supply poster board easels and thumbtacks or push pins. Do not use staples or tape. No other audiovisual equipment is provided for poster presentations.
- ADEA is not responsible for posters or materials left on boards after the stated hours.
- A presenter must remain with the poster display for the entire two-hour scheduled period.
- For security measures, only registered poster presenters will be allowed on the Exhibit Hall floor to set up their posters during stated setup and teardown times. Ribbons must be worn to gain access to the floor. You will receive your ribbon when you check in on-site.