



Poster Submissions

TAPPI POSTER PRESENTATIONS

Each speaker's space contains a 90 cm wide (3 ft.) x 190 cm high (6 ft.) board onto which an abstract, key points, conclusions, and charts, tables, or diagrams can be posted (see Figure 1 – **NOTE: diagram not to scale**). Each speaker's space is separated from others to minimize sound interference. The technical forum usually lasts 1-2 hours, during which time attendees are free to "browse" among the presentations of interest to them and to speak directly with the authors. Thus, these sessions are informal, conversational, and highly responsive to the interests of the attendees. They also permit detailed examination and discussion of illustrations. Co-authors or colleagues may also be present and participate at the same time in discussions.

Preparing a Poster Presentation

1. All materials to be posted on a 90 cm wide (3 ft.) x 190 cm high (6 ft.) board must be prepared in advance of the meeting. Authors will not be provided with materials to draft displays on site.
2. You must provide a title sign (suggested size 8" deep by 54" wide) with the presentation title in letters 1½" to 2" high and the author(s) name(s).
3. We suggest you supply an abstract briefly summarizing your work, which can be read at a distance of 4 to 10 feet.
4. It is suggested that part of your visual display include a list of "key points" and a brief summary of results or conclusions.
5. All textual or illustrative material should be kept simple; text should be letters at least 3/8" high or you may use a bulletin typewriter (not as effective, however, as hand lettering).
6. It is not necessary to be "arty;" in fact we encourage simplicity. However, effectiveness can be enhanced by utilizing color, as long as the color combinations do not diminish readability. Please remember, however, that simplicity and ease of reading are far more important than artistic embellishment.
7. Provide a logical sequence to the display and avoid overcrowding. Be sure to preview your materials by mounting them on a 90 cm wide (3 ft.) x 190 cm high (6 ft.) space before you come to the meeting to be sure that the materials will fit.
8. Do not mount materials on heavy or dense stock as it may prove difficult to attach these items to the bulletin board.
9. Each author will be responsible for mounting his/her materials at least 2 hours before the opening of the session. You will receive information at registration check-in for the poster session.

What Will TAPPI Provide?

1. Each presentation space will be provided with horizontal wall space measuring 90 cm wide (3 ft.) x 190 cm high (6 ft.).
2. Each presentation will be assigned a number and a lettered 8" x 8" number sign will be mounted in the upper left hand corner of your poster board. (See Figure 2).
3. TAPPI will provide push pins for mounting materials.

Miscellaneous Tips

1. You should be prepared to bring business cards or some other means of quickly distributing your name and address to interested participants. You may also wish to provide sign-up sheets to record names and addresses of attendees who might want more information, reprints, etc.
2. Providing a limited number of preprints of your presentation for the most interested attendees can prove very helpful.
3. Have a three minute oral abstract prepared, but don't do all the talking. Be prepared to "exchange" information, not just pass it out.
4. Don't allow any one participant to "monopolize" your time.
5. Consider bringing a 9" x 12" pad of paper with you to jot down ideas or to illustrate points during your discussion with attendees.
6. You may wish to bring a small measuring tape to assist in mounting your materials.

Figure 1. – Typical Poster Display

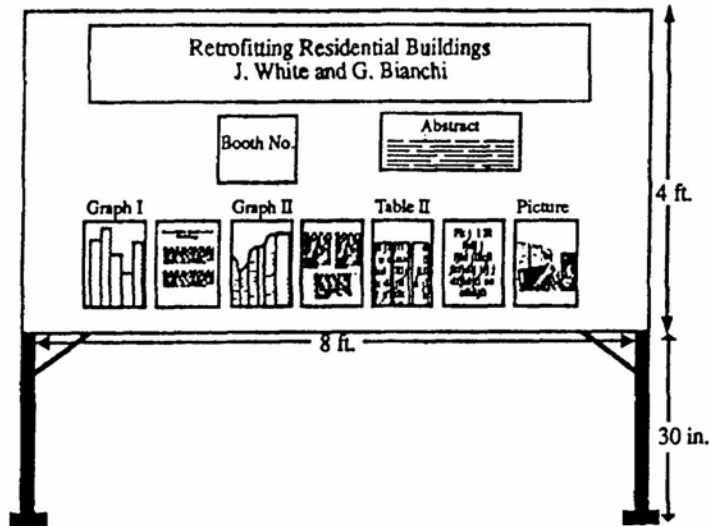


Figure 2. – Typical Board Layout

