

POSTER PRESENTATION INSTRUCTIONS

Development of Poster:

- For poster presentations we will provide a numbered **4-ft. (height) by 8-ft. (width)** bulletin board to post your presentation.
- Abstract title, author(s), and institution must be placed at the top of your poster board in large lettering. The Title should be about **1-ft. high**; authors and institution should be about **1-ft. high**.
- We recommend that you post a large-type copy of your abstract in the upper left corner of your board. See attached proposed format.
- Research posters should include a statement of the research questions, methodology, findings, discussion, interpretation and implication for practice.
- Use large type size that can be easily read at a distance of 6 feet.
- Be sure graphs and charts can be easily read at a distance of 6 feet.
- All materials should be printed on thin paper or poster paper. To enhance the visual quality of the presentation you may wish to have your materials mounted on a colored paper or board. *Keep in mind that a heavy board may be difficult to keep in place on the display.*
- You may wish to type your material on 8 x 11" plain paper as it would appear in your poster display. Then you can have staff in your agency review it for clarity and content.
- Materials may be mounted using pushpins, Velcro, or thumbtacks. AOSW will supply pushpins but any additional mounting materials need to be supplied by you.
- Your poster should be self-explanatory thus allowing you to supplement and discuss certain points.

Other Information:

- A numbering system will allow you to locate your poster presentation. You will be e-mailed your poster number and further instructions as the conference date approaches.
- The Awards Committee will be present during the Poster Session to review your posters and determine the winner.
- Presenting authors are expected to present during the scheduled presentation time. You are not permitted to have a coworker/colleague put your poster up and NOT be present for the poster session.
- You are encouraged to provide handouts of your poster information to AOSW by **Monday, April 20, 2020**, which will be included in the conference app and the conference handouts made available to attendees electronically.
- The Exhibit Hall opens **Wednesday, June 10, at 7:30 a.m.** You are encouraged to put your poster up any time after the Exhibit Hall opens to maximize the amount of time your poster is on display. **All posters must be set up no later than 4:00 p.m. Wednesday afternoon**

(two hours prior to the poster session). We encourage you to keep your posters on display for the duration of the conference. **Posters must be removed within one hour of the closing of the Exhibit Hall.** AOSW cannot take responsibility for materials that are not recovered within that time period.

Please Note:

- No audiovisual equipment will be available for the poster session.
- Do not write or mark on poster boards
- There are various rules governing use of images. Images found via Google search *may* have copyright restrictions if they are cartoons, for example. To avoid this issue, AOSW recommends using Clip Art or standardized images available through Microsoft Office or Apple documents, or Googling “free clip art” for posters. For any image, it is best to put a footnote like “used by permission by...” If the presenter owns the photo, meaning it was taken by him/her, no permission is needed.
- For more information, please refer to this helpful guide: <https://www.sla.org/using-google-images-think-about-copyright-permissions/>

Sample Poster Presentation Set-up:

