



Guidelines for 2nd CCPS China Conference on Process Safety Poster Session

Poster Session Info

Q: Do I need to bring my poster or can I print it there?

A: You can print your poster at home and bring it on the plane or you can have it printed at a printing shop in San Antonio. This is up to you, but ultimately you are responsible for ensuring that you have a poster by the designated time. Unfortunately, because of resource constraints, we are unable to assist in arranging for any onsite printing.

Q: Where and when should I bring my poster?

A: You should bring your poster to the poster area in the Hilton Exhibit Center. You can hang your poster any time between 8:00 am and 3:30 pm during the day of the poster session, Monday March 31, 2014. There will be diagrams at the front of the poster area telling you in which exact spot your poster should go.

Q: How will I hang my poster?

A: There will be large cork boards and push pins that you will use to pin your poster to the cork boards. Because of this, please make sure your poster is in fact a poster, so please do not print your work on foam board or any other hard material.

Q: What should my poster look like/what format should it be?

A: Below is a guideline you should use in formatting your poster. If you have already created your poster and it is somewhat different than what is outlined below, this is OK. These are merely suggestions.

General aim and format

- A poster is a graphically based approach to presenting research. In presenting your research with a poster, you should aim to use the poster as a means for generating active discussion of the research.
- Limit the text to at most one half of the poster space, and use "visuals" (graphs, photographs, schematics, maps, etc.)
- You will be present during the display of your poster will be able to verbally explain the details of your paper to attendees of the conference. Because of this, there is no need to go into detail with the text of your poster.

Design and layout specifications

- The poster should not exceed 4' X 3.5' (48" X 42")
- A banner displaying your poster title, name, and organization should be positioned at top-center of the board (see Figure 1).
- Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom.
- Leave some open space in the design. An open layout is less tiring to the eye and mind.

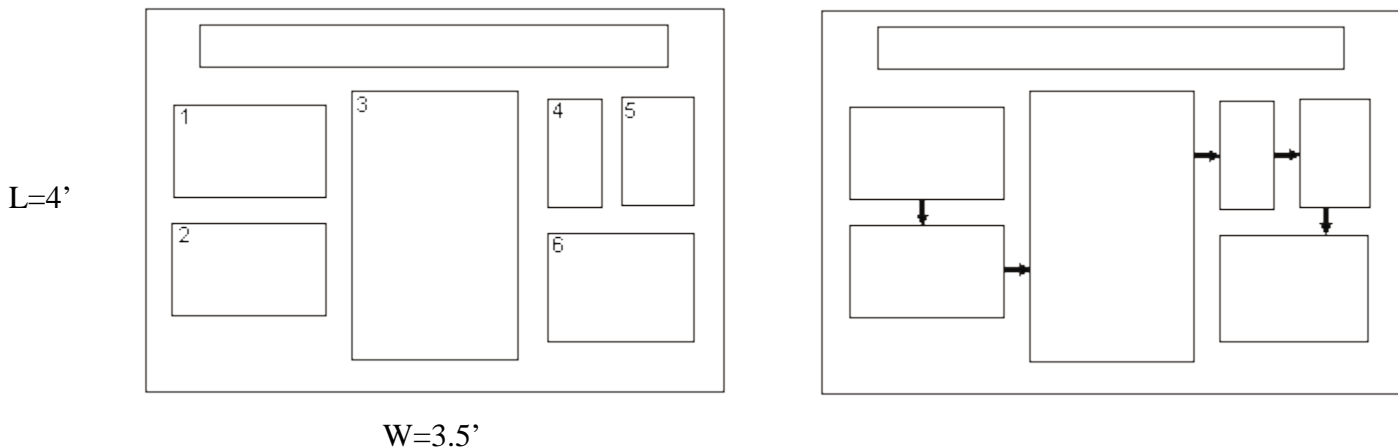


Figure 1: Conventional layouts for a poster. Long panel at top-center is title/author banner. Individual panels can be connected by numbers and arrows. Also, note the use of space between panels to achieve visual appeal. (from: C. W. Connor, 1992, The Poster Session: A Guide for Preparation: U. S. Geological Survey Open-File Report 88-667.)

Lettering

- Text should be readable from five feet away. Use a *minimum* font size of 18 points.
- Lettering for the title should be large.

Visuals

- Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). If data must be presented in table-form, keep it simple.
- Visuals should be simple and bold. Leave out or remove any unnecessary details.

- Make sure that any visual can "stand alone" (i. e., graph axes are properly labeled, maps have north arrows and distance scales, symbols are explained, etc.).
- Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text.
- Each visual should have a *brief* title (for example: Figure 1- Location of study area).

Text

- Keep the text brief. Blocks of text should not exceed three paragraphs. In many cases, conclusions can be summarized in a bullet-point list.
- Depending upon the stage or nature of your project, the text could also include sections on future research plans or questions for discussion with viewers.
- Cite and reference any sources of information other than your own, just as you would do with a research paper.

If you have any questions about the poster session or the format of your poster, please contact the Poster Session chair or co-chair.

Thanks to the Natural Sciences Undergraduate Research Conference, from whose Guidelines much of this text was borrowed.