

# Poster Guidelines

**For questions regarding poster preparation please contact  
Chair, Program Committee Task Force for the 2020 Annual Meeting:**

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Following you will find information that will help you prepare for your participation in the technical program at the 2020 Annual Meeting. We are glad to have you with us and hope the experience is a good one. Much of the following material is patterned after that used at previous Annual Meetings.

**CHANGE IN SPEAKER OR CANCELLATION:** As a courtesy to the audience, please let us know as soon as possible if there is a change in your presentation. If there is some last minute difficulty, please arrange for someone else to present your poster rather than canceling it. For changes in speaker or program prior to the meeting, please call the HPS Secretariat, (703) 790-1745, FAX (703)790-2672 or email Jennifer Rosenberg at Jrosenberg@BurkInc.com.

## **INFORMATION FOR POSTER PRESENTATIONS**

1. Poster boards will be in the Exhibit Area with numbers corresponding to the numbers in the program. For your display material, there will be a horizontal, free standing 4'h x 8'w (1.22m x 2.44m) composition board. Boards may be an inch smaller in either direction. Electricity will not be available at every board. If you will need electricity at your board, you must also inform the Secretariat and you are responsible for paying to have it at your board.
2. Each author is responsible for assembly and removal of their presentation. Set up is scheduled for Monday **between 8:00-10:00 am**, with tear down on Wednesday **between 10:00-11:00 am. Posters not removed by 11:00 am on Wednesday will be removed and HPS is not responsible for materials lost or damaged. The schedule calls for you to be at your board on Tuesday from 4:00-6:00 PM** to discuss your work one-on-one with participants.
3. If you plan to arrive later than the scheduled set up time, please make an arrangement with a colleague or a member of the Program Committee to do it for you. Presenters should bring their own materials for attaching illustrations to the composition boards (staples, stapler, tacks, pins). Please do not use tape. Materials left on boards after the removal deadline will be taken down and discarded. **HPS accepts no responsibility for material that may be lost or damaged.**
4. There are a number of websites to assist you with preparing your poster, please see the following websites for guidelines and templates.
  - <http://hsp.berkeley.edu/sites/default/files/ScientificPosters.pdf>
  - <http://www.dartmouth.edu/~ugar/undergrad/posterinstructions.html>
  - <http://www.writing.engr.psu.edu/posters.html>
  - <http://www.ga.lsu.edu/Effective%20Poster%20Design%20for%20Academic%20Conferences.pdf>
  - <http://colinpurrington.com/tips/poster-design>
  - <http://www.nwrc.usgs.gov/techrpt/sta29.pdf>