

2004 Hydroacoustics Workshop
GUIDELINES FOR POSTER PRESENTATIONS

POSTERBOARD SIZE: 4 ft. high X 8 ft. wide

1. PRESENTING YOUR POSTER

Posters will be displayed in the ballroom of the Catamaran Resort from Tuesday, March 23rd through Thursday, March 25th. This is where we will be having our refreshment breaks. There will be a formal poster session and dinner on Wednesday, March 24th at 1830 to encourage interaction, sharing of ideas and technology transfer.

Poster board locations will be assigned, look for the board marked with your poster number. Maps with poster board numbers and a list of poster titles will be included in the meeting program.

- o Each presenter is provided with a 4-foot-high by 6-foot-wide poster board.
- o All posters should be up no later than 0800 on Tuesday morning to maximize viewing time. You can set up your poster before the icebreaker on Monday evening for some early exposure.
- o Posters must remain up until 1630 on Thursday afternoon.
- o Do not remove or cover your poster board number so that folks can find you.
- o Presenters should be available during the formal poster session on Wednesday, March 24th. It is also a good idea to leave a message on your board detailing other hours or breaks during which you plan to be at your presentation and where and how you can be reached in case someone wishes to discuss your work further.
- o Audio visual, tables and other equipment, if ordered and paid for in advance, will be placed next to your poster board. See section 3 for information about ordering audio visual and other equipment.
- o Push pins, sticky notes and other materials will be available from the poster session coordinators.

2. POSTER PREPARATION

Place the title of your paper prominently at the top of the poster board to allow viewers to identify your paper easily. Indicate the title and authors names. Highlight the authors' names, e-mail, and address information in case the viewer is interested in contacting them for more information.

Prepare all diagrams or charts neatly and legibly beforehand in a size sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24 point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height). Use creativity by using different font sizes and styles, perhaps even color. Use different colors AND textures/symbols (some people are color-blind) for each line or bar contained in your graph or chart. A serif font (e.g. Times) is often easier for reading main text, and a non-serif font (e.g., Arial or Helvetica) for headers and figure labels.

Organize the paper on the poster board so that it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc. The presentation must cover the same material as your submitted theme. Use squares, rectangles, circles, etc. to group like ideas. Don't clutter your poster with too much text! Label different elements as I, II, III; or 1, 2, 3; or A, B, C. This will make it easier for a viewer to easily follow your display.

Include the background of your work followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

3. AUDIO VISUAL EQUIPMENT AND INTERNET ACCESS

No standard audio visual equipment is provided for poster sessions. Orders for the following audio visual equipment and support services must be placed by March 1st by contacting the poster session coordinators. There may be extra charges to the presenter for tables, internet access, electricity, etc. These will be handled on a case by case basis.

4. POSTER SESSION COORDINATORS

We are here to assist you!

Marinna Martini
U.S. Geological Survey
Woods Hole, MA
mmartini@usgs.gov
Phone (508) 457-2326
Cell (508) 962-6014

Michael S. Rehmel
U.S. Geological Survey
Indianapolis, IN
msrehmel@usgs.gov
Phone (317) 290-3333 ext 158
Cell (317) 697-1617

Thumbtacks, push pins, tape, and scissors will be available for your use. Additional supplies may be available, however, if you have special needs for your poster presentation, we suggest you bring those supplies with you to the meeting.

5. SHIPPING YOUR POSTER

If you would like to ship your poster to the hotel please use the following format:

Catamaran Resort Hotel
Hold for Guest "Put Name Here" (Hydroacoustics Workshop)
3999 Mission Boulevard
San Diego, California 92109
Hotel phone: 1-858-488-1081

Shipping costs are to be borne by the presenter.