



## Interactive Presentations Requirements

**DoubleTree by Hilton Hotel**

**Tuesday, October 18 | 10:00am-1:30pm**

**Bayshore Foyer**

**Set-up between 9:00-10:00am**

**Ready for session by 10:00am**

Design your poster to be self-explanatory and communicate key points even when you are not available to answer questions. You want your visitor to be able to understand your presentation from the descriptions and graphics you include. This is a graphic display and not a technical paper. A paper is not required to present. Your poster should focus on technical content and minimize marketing content.

### ***Poster Layout, Design, and Content***

- Poster dimensions - **up to but not larger than 4ft x 8ft (landscape orientation)**
- A bulletin board and push pins will be provided for you to mount your poster (identified with your name tent)
- Title of presentation should be at the top of the poster in 72pt font
- Authors' names and affiliations should be directly below the title in a smaller font
- Text should be in Times New Roman or Arial, size 20-24pt for readability and key points large enough to see from 5-6 feet away
- Figures, charts and photos in color are more effective than text!
- All paragraphs and figures should be clearly labeled by number, letter or arrows and include an accurate description so observers can easily follow the flow of your presentation

### ***Presenting Your Poster Project***

- Presenters are responsible for setting up their poster for display by 10:00am on Tuesday
- Prepare a 2-4 minute overview to guide interested observers through your poster
- If you have a handout (not required) prepared, have copies available for attendees OR
- If possible, make it a point to be near your poster during coffee breaks during the day when attendees will be in the Bayshore Foyer

### ***Registration***

All Interactive presenters can register at the discounted speaker rate

[www.iwlpc.com/register\\_now.cfm](http://www.iwlpc.com/register_now.cfm)

**Contact: [jenny@smta.org](mailto:jenny@smta.org) | 952.920.7682**