

## **Poster Guidelines** (updated 10.25.15)

Sixth Annual Northwest Climate Conference  
(formerly known as the Pacific Northwest Climate Science Conference)

The following information will help you prepare for the poster session.

### **When and Where**

The poster session is scheduled for Wednesday, November 4, from 5:15-8:00 pm at the Coeur d'Alene Resort Conference Center in Bays 1-3.

### **Registering**

All poster presenters must register.

To register, go to: <http://pnwclimateconference.org/registration.html>

### **Preparing Your Poster**

- **Remember your audience.** The conference audience includes managers, researchers, scientists (most of whom come from fields besides your own), students, and the concerned public with varying levels of knowledge, but all with a strong interest in regional issues related to climate impacts and adaptation. Posters that are clear, concise, and understandable to this diverse audience are central to the success of the conference and, ultimately, central to successful integration of climate research into decision making.
- **Poster size.** We will be using easel style poster boards and will have one poster per board. The boards have a 45" x 33" foam backing for attaching posters with push pins. The boards have an additional ~1" plastic border around the foam backing. *The recommended poster size is 45" x 33" (114cm x 84cm).* Push pins and Scotch tape will be available for affixing your poster to the board.
- **Tools Cafe.** If you have been asked to participate in the Tools Cafe, please note that we will have a chair, table, electrical outlet(s), and a computer *monitor* available for your use. We recommend you bring all necessary cords/plugs for connecting your laptop to the monitor. If you have additional needs, questions or specific requests, please contact Lauren Parker ([lparker@uidaho.edu](mailto:lparker@uidaho.edu)) as soon as possible.
- **Other helpful tips.** As you prepare your poster, consider these guidelines, edited from those of the American Geophysical Union:
  - Place the title of your paper, and author names, prominently at the top of the poster board to allow viewers to identify your paper.
  - Consider printing copies of your poster on regular (8.5"x11") paper.
  - Prepare all diagrams or charts neatly and legibly. Use different colors and textures/symbols 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.

- o Organize the material on the poster board so it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc.
- o Use squares, rectangles, circles, etc., to group similar ideas. **\*\*Avoid cluttering your poster with too much text.\*\*** Label different elements as I, II, III; or 1, 2, 3; or A, B, C, making it easier for a viewer to follow your display.
- o Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.
- o Please do not laminate your poster to ensure that it can be recycled.

### **Hanging and Removing Your Poster (Updated 10.25.2015)**

We are pleased that the poster room will be available during the entirety of the conference and we hope that this will help to maximize attendee exposure to your work. Posters can be hung beginning at **9pm** on Tuesday, November 3. All posters must be in place no later than 5pm on Wednesday, November 4. Posters must be removed by 5:30pm on Thursday, November 5.

Poster boards will be numbered and presenters will be assigned a poster number. Poster number assignments will be available on-site on Tuesday and Wednesday.

We highly recommend taking advantage of the open poster room by having your poster visible for the entire conference. Given that many attendees may see your poster outside of the poster session and without you present, you may consider providing your contact information or a website URL for those who may wish to learn more about your work.

### **During the Poster Session**

Presenters will be provided with a time card on which to indicate when they will be at their poster. We suggest that you allocate *at least* 45-60 minutes to stand by your poster and suggest you consider choosing two times -- one earlier in the session and one later -- to maximize your opportunity to present your work (e.g. 5:30 - 6:00 and 7:15 - 7:45).

The reception will offer hors d'oeuvres, beer, wine, and non-alcoholic drinks.

*If you have questions regarding poster presentation guidelines, contact Lauren Parker: [lparker@uidaho.edu](mailto:lparker@uidaho.edu)*