

|  |
| --- |
| National Environmental Monitoring Virtual Conference 2020 |

**GUIDELINES FOR VIRTUAL POSTER PRESENTATIONS**

|  |
| --- |
| General Information |

The Poster Session will be available on the 2020 NEMC Virtual Conference website between **August 3 and August 21, 2020** to view and comment on over 40 virtual posters. Presenters will be available during each week to respond to comments on their posters!

Your poster, as well as your abstract and bio, will be posted on the poster section of the conference webpage for the entire conference and comments from attendees will be submitted to you.

Contact Information:

Program Chair Earl Hansen [papaearl41@hotmail.com](mailto:papaearl41@hotmail.com)

Speaker Liaison Barbara Hansen [bzh-nemc@hotmail.com](mailto:bzh-nemc@hotmail.com)

Please note that registration is free for poster presenters. Those presenters who wish to attend sessions other than the Poster session, should register online for the Tracks they wish to attend.

|  |
| --- |
| Poster Preparation |

Place the title of your paper prominently at the top of the poster to allow viewers to identify your paper easily. Indicate 1) title, and 2) author(s) names. Highlight the authors' names 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 online. 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 sans-serif font (e.g., Arial or Helvetica) for headers and figure labels.

Organize the poster 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 the abstract.

Use squares, rectangles, circles, etc. to group like ideas. **Don’t clutter your poster with too** **much text!** Label different elements of your poster 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 research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

See Attachment A for helpful production hints.

|  |
| --- |
| Your Presentation |

Your poster, as well as your abstract and bio, will be posted on the poster section of the conference webpage for the entire conference and will be assigned to a Technical Track. It is expected that at a minimum, you will monitor for, and respond to, all submitted comments about your poster during the dates of the Technical Track in which your poster has been assigned, and you are encouraged to respond to comments throughout the entire duration of the conference. You will receive information prior to the conference regarding the process for responding to comments regarding your poster.

**A pdf of your poster must be submitted online by July 13th.** This allows your session chair time to review your submission. Only conference staff and Session Chairs have access to your presentation before the conference. This should alleviate any confidentiality concerns.

Poster presenters are also invited to prepare a paper and submit it for inclusion in the conference proceedings. Final papers must be completed by September 14, 2020. The style guide is available on the NEMC website under Information for Presenters or you may contact William for a copy.

Poster Session Chair, Anne Jurek, may be contacted for additional questions @ ajurek@estanalytical.com.

Appendix A – Poster Production Hints

# General poster production

The following website is a strange but engaging read for all self-proclaimed ‘science geeks’; and it also has some great information on preparation of a poster that will draw in the viewer and present your ideas in the most informative and readable style. There are hundreds of sites out there, but this one caught my eye.

<http://colinpurrington.com/tips/poster-design>

I heard about these ideas on poster designs for technical conferences on NPR.

<http://betterposters.blogspot.com/2019/04/critique-morrison-billboard-poster.html>

<https://www.youtube.com/watch?v=1RwJbhkCA58>

# These websites provide templates and printing/shipping service

### Posters 4 Research

<http://www.posters4research.com/>

### Call 4 Poster

<https://www.call4posters.com/userslanding.aspx>

This website is one that I have personal experience with. They are great at providing a number of templates for all sizes of posters. Then, once you have your poster prepared in the template, you send to them for printing on your choice of papers, finishes, etc. They package it in a large tube, which can be used to transport on the airplane. I have provided an example of a poster prepared using this site.

