



## GEORGIA TECH Health & Humanitarian Logistics Center

A Unit of the Supply Chain & Logistics Institute

### Instructions for Poster Presentations Humanitarian Conference June 2013

**Poster Board Dimensions:** Each presenter will be provided with a poster board measuring 32in x 40in that will be placed on a poster easel.

**Poster Materials:** You can create the poster in the form of a single page, measuring 32in x 40in, or you can use 9 (no overlap) to 16 (with overlap) PowerPoint slides printed on paper (8.5 x 11-inch pages, preferably in color). Pushpins will be available at the poster site for tacking your presentation to the poster board.

**Poster Content:** As you would do in a regular presentation,

- use text, plots and figures to describe your work;
- create a title page or area which includes the title of the paper and author information;
- explain the objective of your research (or major research questions), methodology, and results/insights.

Headings should be at least 30 pt while the text should be at least 20 pt. Try to avoid using too much text but rather use figures and pictures whenever possible.

**Presentation:** You or your group will be asked to present during multiple time slots both days of the event (*the dates and time slots will be provided as soon as the conference program is confirmed*). During the poster sessions all presenters are expected to be available in front of their posters. However, posters will be displayed throughout the entire conference, therefore please set up your poster as soon as you arrive to the conference site.

As attendees visit your poster, be prepared to give a short presentation of your work (no more than several minutes). Most likely, you will repeat this description several times as attendees pass through. If you would like to share additional information with interested attendees, you can bring your laptop (e.g., to show an animation) or additional printed materials (e.g., research papers or copies of your poster) to be handed out.

**Additional information:** For detailed instructions on preparing effective poster presentations or for poster samples from other conferences, please visit:

- <http://ublib.buffalo.edu/libraries/asl/guides/bio/posters.html>
- <http://urp.udel.edu/posterses.html>
- <http://www.eng.iastate.edu/nsf2002/poster.html>.

**Template:** A poster template in PowerPoint has been provided that fits the size of the foam core boards. Participants do not have to use this template; they can make their own poster. If they do use it, the following tips may help:

- Modify the template for your organization (e.g., logos, colors, etc.) and project.
- Try printing the template poster to .pdf. We have been successful printing to .pdf using the Open Office application (rather than printing directly to Adobe Acrobat), because the sizing is easier), then had a print shop print the full sized poster from the .pdf file.
- Put in tables and figures first and text last, since powerpoint may automatically resize tables and figures.
- Handouts of the poster can be printed to a single sheet to hand out at the conference.