STUDENT POSTER PRESENTATIONS
ARCHIVES 360˚
August 22 – 27, 2011
Chicago Hyatt Regency Hotel

Thank you for agreeing to share your knowledge and perspectives with archivists and students from around the country via a graduate student poster presentation at *ARCHIVES 360˚*! Following is some information that will be useful to you as you develop your poster and plan your meeting schedule. If you have not already, don't forget to register on site. **Poster presenters are required to register for the conference.**

Posters that have been reviewed and accepted by the Student Poster Subcommittee of the 2011 Program Committee will be <u>displayed from 5:30 pm on Thursday, August 25, through 3:30 pm on Friday, August 26</u>, in the Riverside Center East on the Purple Level of the East Tower in the Chicago Hyatt Regency Hotel.

Presenters are expected to be with their posters to discuss them with viewers during the following times:

- Thursday, August 25, from 5:30 to 7:30 pm
- Friday, August 26, from 11:30 am to 12:30 pm

You should also feel free to stand by your poster during other Exhibit Hall hours and to make appointments with individuals to discuss the work represented by your poster.

All posters must be set up between 1:00 pm and 4:00 pm on Thursday, August 25, in Riverside Center East (prior to the Grand Opening of the Exhibit Hall at 5:30 pm). Dismantling and removal of your poster must occur between 4:30 pm and 7:00 pm on Friday, August 26. Please note that SAA cannot be responsible for materials left in the display area after 7:00 pm on Friday.

Poster presenters are responsible for their own poster construction costs. However, the *ARCHIVES 360˚* Conference Office will provide the following standard materials:

- A blank white piece of foam-core board, measuring **32 inches by 40 inches**;
- An easel on which to display the board; and
- Push pins and tape that you can use to affix your materials to the board.

Materials will be available in the Expo Hall starting at 1:00 pm on Thursday, August 25. We encourage you to set up your poster as early as possible before the deadline (Thursday at 5:00 pm) to avoid a last-minute rush. If you have any questions or require additional support on site, please visit the Pre-Registration Desk near the Networking Café (Grand Foyer) and ask for SAA Program Coordinator Rene' Mueller (cell 312/342/4960).

You may display supplementary material that is relevant to your presentation (including business cards), but the *ARCHIVES 360˚* Conference Office will not store or secure it for you and we are unable to provide tables for poster presentations. Laptops are permitted, but cannot be secured. No outlets or Internet connections will be available.

Following are some general tips that you may wish to consider as you prepare your poster presentation:

- Graphical elements should be emphasized when appropriate and possible. Graphs, charts, tables, photographs, and illustrations are particularly appropriate for a poster presentation.

- Lettering should be simple, bold, and easily legible from a distance of 4 feet. Use no more than two or three fonts, and keep font sizes between 16 and 48 points.

- Poster content should be divided into appropriate sections, such as: title, author(s) and affiliation(s), abstract, methods, results or data, and conclusion or summary. Headings above each poster section should indicate its contents and identify the appropriate sequence in which to view the poster. If necessary, use clearly visible numbers, letters, or arrows to assist the viewer.

- Written material should be concise. Save nonessential but helpful or interesting secondary points for discussion with your viewers, or create and distribute an information sheet that expands on your topic.

- Printed conclusions should permit viewers to focus on a concise statement of your central findings and should spark informal discussion (if applicable).