

POSTER SESSION PREPARATION GUIDE

Objective

The objective of these guidelines is to provide the basic ground rules and useful suggestions to help make your presentation a success. As a presenter in a one-on-one poster session, you have an enhanced opportunity to present technical information to a targeted audience and enter into a two-way exchange of ideas.

An Organising Committee member will be assigned to the session, and will be available to assist you in making the one-on-one poster a positive experience.

Written questions/comments received at the poster session will be published with your paper in the Conference. Appropriate forms will be available at each session.

Presentation Setup

The ASHRAE Hellenic Chapter one-on-one poster session presentation is scheduled for a two-hour technical session time slot.

Preparing Your One-on-One Poster Session

As a general guideline when preparing your presentation, select the primary points (listed in bullet format) to include objectives, key parts of procedures and methods, results and conclusions. Make sure all material can be easily seen from a distance of 2 meters.

Photographs, charts, and figures should have clear details, be labeled clearly, and be similar to those in the paper preprint.

Mount your material on simple, colored paper stock. Avoid heavy boards that will be difficult to attach. Try to keep the number of pieces low to facilitate setup of your presentation. An option which works extremely well is to have your entire poster printed on a single sheet of paper through a graphic reproduction facility. Many presentation and graphic programs allow for the creation of oversized documents.

Organizing a Poster

The size of your poster can typically be up to 80 cm wide by 110 cm high, in Portrait format. The poster is mounted to a cork presentation board. The following guidelines should be used in the development and organization of your poster.

- Title of the presentation is limited to 125 pt tall letters.
- Full name(s) of author(s) and company affiliation(s) are to be 75 pt tall letters. This heading (title, author(s), and affiliation(s), logo(s) and any acknowledgments should take up an area no more than 20 cm high x 110 cm wide, and appear at the top of the poster.
- Objectives
- Key parts of procedures and methods
- Results
- Conclusions

Note: the only place commercialism is allowed in the poster is in the Title/Author area. The Organising Committee will review all material for commercialism prior to presentation. The ASHRAE policy regarding commercialism is attached for your review. Any commercialism found will be covered/eliminated prior to presentation of your poster.

Photos, graphs, charts and figures should be included in the above organization of your poster, particularly within the procedures and methods and results sections.

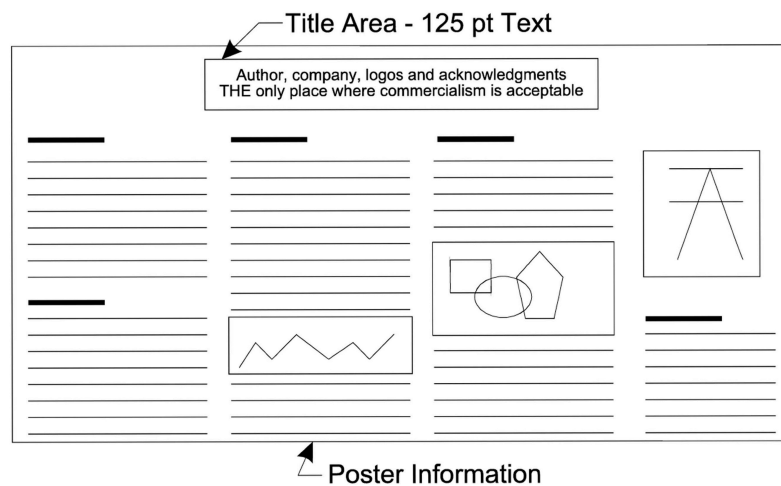
It is very important to plan carefully for the optimum use of the poster space. Subdivision into sections may be helpful. Comprehension of the poster can be greatly facilitated by mounting all sections in vertical columns. There is no obligation to fill the entire space. The best posters typically are uncluttered and have a good mix of text and graphics.

All poster components must be prepared before arrival at the conference. It is suggested that the poster be assembled and viewed by your peers prior to the conference.

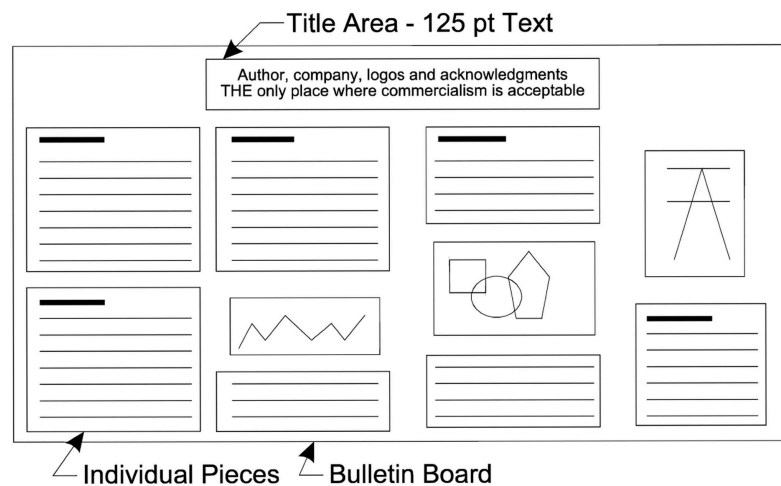
Remember, the impression the poster creates will greatly influence the evaluation of the technical content by those attending the poster session.

An example of the poster layout using a single piece of paper, is shown in the following figure.

An example of the poster layout using separate pieces of paper is shown in the following figure.



An example of the poster layout using separate pieces of paper is shown in the following figure.



Text Copy

- Keep text in short, concise, legible statements.
- The smallest font size should be at least 24 pt to ensure readability at a distance of 2 m. Typically Arial or Times New Roman fonts are the easiest to read at a distance.

Organizing Your Presentation

Be prepared to summarize your work in a one- to two-minute talk. Several visitors may want just this brief synopsis; others will want to discuss details with you.

Manuscript

Your poster session manuscript has been accepted and will be published in the Conference Transactions.

Best Poster Award

The best poster award recognizes the presenter(s) who displays a clear, well-organized poster which most effectively conveys the technical content of the paper. The Organising Committee members for the poster session will score the posters during the session as well as the author's interaction with the attendees.

The award criteria and scoring method are as follows:

	Points Max	Guidance
Presentation	70	
Readability	15	Is the poster understandable from a distance of 2 m?
Graphics Quality	20	Do the charts, graphs, photographs, etc. improve the understandability of the poster?
Organization	25	Is there a good mixture of text and graphics arranged so that the flow of information is easy to follow?
Succinctness	10	Is it clear, brief and is the information conveyed to the reader?
Author's Presence 30		
Enthusiasm	10	Did the author show interest in the presentation?
Knowledgeable	10	Did the author successfully communicate the major points of the paper?
Availability	10	Was the author present to discuss the paper?
Total	100	

Poster Guidelines at the Meeting – for planning purposes:

Setup Day/Time:	Day, date Time During this time you must set up your poster and have your materials reviewed by a member of the Society Program Committee.
Presentation Time:	Day, date Time
Dismantling Day/Time:	All posters will be on display until 1:00 p.m. and dismantled by 1:30 p.m.

SAMPLE SUGGESTED LETTERING SIZED FOR POSTERS:

PAPER

TITLE (125 pt)

SECTION

HEADING (75 pt)

TEXT AND FIGURES (24 pt)