

PROFESSIONAL POSTER PRESENTATIONS
ARCHIVES 2013 / New Orleans
August 11 – 17, 2013
Hilton New Orleans Riverside

Thank you for agreeing to share your knowledge and perspectives with archivists and students from around the country via a professional poster presentation at *ARCHIVES 2013*! Following is some information that will be useful to you as you develop your poster and plan your meeting schedule. **Poster presenters are required to register for the conference.** Please check in at the Registration Desk on the first floor to pick up your badges or register onsite.

NEW CONFERENCE WEBSITE AND MOBILE APP!

Today we're rolling out a [new website](#), interactive schedule, and mobile app for *ARCHIVES 2013*. We're very excited about how these new tools help participants interact with conference information, and the increased visibility they bring to you, our speakers and presenters. The mobile app and online schedule are hosted by Sched.org.

The most important feature to highlight for you is that each poster presenter has their own speaker profile, which can include a picture and links to your social media accounts and websites. This has exciting potential to increase the visibility and impact of your work, and to allow an even greater sense of community and networking for all the participants at *ARCHIVES 2013*.

We've already created a profile for you with some basic data. If you've already provided us with a bio, you should find it there waiting for you. Your profile picture, website, and/or social media links are up to you, though. We strongly encourage you to take advantage of these features: they not only help your professional profile, but they strengthen the entire online presence of the event.

You will be receiving a separate email very shortly, via Sched.org, that will have a link for you to set your password and edit your profile.

If you have any questions, please direct them to Matt Black, Web and Information Systems Administrator, and he will be very happy to help.

POSTER SET UP AND DISPLAY INFORMATION

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

- Thursday, August 15, from 3:00 pm to 3:30 pm

- Friday, August 16, from 4:00 pm to 4:30 pm

You should also feel free to stand by your poster in between sessions and to make appointments with individuals to discuss the work represented by your poster.

All posters must be set up by 9:30 am on Thursday, August 15, in Grand Salon 7/10.

Poster boards and materials will be available in the Grand Salon 7/10 from 7:00 am on Thursday. Please note that the room will not be set up on Wednesday evening, as in previous years.

Whether or not you are participating in the Poster Pitch (details below), posters will be set around the perimeter of Grand Salon 7/10, and then moved into the Grand Salon Foyer by conference staff at noon. Professional Posters will be on display from noon on Thursday, August 15, through noon on Saturday, August 17.

Dismantling and removal of your poster must occur between 11:00 am and noon on Saturday, August 17. The ARCHIVES 2013 Conference Office cannot be responsible for materials left in the display area after noon on Saturday.

NEW in 2013: Pitch Your Poster! This year, take the opportunity to grab the microphone and pitch your poster! On Thursday, August 15, at 11:00 am (immediately following the 10:00 am session and before the scheduled poster viewing times), professional poster presenters are invited to let people know about your poster in 2 minutes or less. This is an excellent way to get your ideas out to a larger audience and to practice a very brief presentation without the pressures of speaking in a full session.

Participation in the Poster Pitch is *completely optional*. Contact Program Committee member Erin O'Meara (omeara.erin@gmail.com), unofficial chair of the Poster Pitch, if you are interested.

Presenters who sign up to participate in the Poster Pitch should consider submitting a PDF in advance and plan a 1- or 2-minute presentation during the following time:

- Thursday, August 15, 11:00 am to 11:30 am

Poster presenters are responsible for their own poster construction costs. However, the 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.

You may display supplementary material that is relevant to your presentation (including business cards), but the *ARCHIVES 2013* Conference Office will not store or secure it for you and is unable to provide tables for poster presentations. Laptops are permitted, but cannot be secured. *No outlets or Internet connections will be available.*

PRESENTATION TIPS

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).
- Consider adding #saa13 or #cosa13 in an unobtrusive area of your poster so that attendees can Tweet about it!

**Thank you for your participation in
*ARCHIVES 2013!***