STUDENT 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 graduate student 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

Posters that have been reviewed and accepted by the 2013 Student Program Subcommittee will be **displayed from 5:30 pm on Thursday, August 15, through 4:30 pm on Friday, August 16,** in the Exhibit Hall in the **Hilton Exhibition Center**.

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

- Thursday, August 15, from 5:30 to 7:30 pm
- Friday, August 16, from 11:45 am to 12:45 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 3:00 pm and 5:00 pm on Thursday, August 15, in the Hilton Exhibition Center (prior to the Grand Opening of the Exhibit Hall at 5;30 pm). 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.

Dismantling and removal of your poster must occur between 4:30 pm and 5:30 pm on Friday, August 16. Please note that *ARCHIVES 2013* Conference Office cannot be responsible for materials left in the display area after 6:00 pm on Friday.

Poster presenters are responsible for their own poster construction costs. However, the *ARCHIVES 2013* Conference Office will provide the following standard materials:

- A blank white piece of foam-core board, measuring 32 inches by 40 inches, and oriented either vertically or horizontally;
- 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 we are 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 and/or #cosa13 in a discreet area of your poster so attendees can Tweet about it!

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