

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. If you haven't done so already, register online at <http://www2.archivists.org/conference/2013/new-orleans>. **Poster presenters are required to register for the conference.** Be sure to take advantage of discounted Early Bird registration rates before July 5!

Posters that have been reviewed and accepted by the 2013 Program Committee will be displayed during the peak hours of the conference. Details on exact location and setup/teardown times will be forthcoming.

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.

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

Setup and dismantling / removal of your poster are your responsibility. Details about where and when to set up your posters will be provided as the meeting draws closer. 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.*

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!***